



College of Logistics & Industrial Operations



TRAINING ANNOUNCEMENT

Critical Thinking for Problem Solving and Decision Making CLIO-60-013

Date: 12 or 13 May 2015

Time: 0800 to 1600

Location: Southern Maryland Higher Education Center (SMHEC), Building I, Room 123

Instructor: Mike, Kallet, HeadScratchers, LLC

Cost: No Cost

Course Description:

This customized 1 day workshop provides attendees with an excellent foundation and set of tools and techniques for Critical Thinking in a variety of situations. The participants practice these tools in exercise sessions using a real individual business issue. Templates, called Thinksheets, are used as a guide for thinking, both in the class, and to aid future out of class use.

Learning Objectives:

- Distinguish “Automatic” Thinking from “Manual”
- Understand a Framework for Thinking Critically and apply the 3 step Critical Thinking Process
- Learn and practice a variety of tools to think critically including the use of Thinksheets to:
 - Get Clear on a Problem, Situation or Goal
 - Guide your thinking for Conclusions
 - Guide your thinking for Decisions
- Leave the day knowing how to ask questions to get yourself and others to think critically
- Identify where you can apply Critical Thinking in your job and create a next steps plan

Topics Covered:

- Distinguishing “Automatic” Thinking from “Manual Thinking”
- Benefits of Critical Thinking
- Empty your bucket
- Clarity - “Get Clear” on a problem to solve or decision to make, and the Clarity Thinksheet
 - Inspecting the problem statement
 - The tools of Socratic Questioning; Why, So What
 - Need vs. Want

- A Family of HeadScratchers
- Introducing “Being a Thinking Coach”
- Conclusions - Create Solutions and the Conclusion Thinksheet
 - Applying Inductive & Deductive thinking
 - How facts, observations, experiences, beliefs and assumptions affect your thinking
 - Why people come to different conclusions and what to do about it
 - Using Critical Thinking to Influence and Persuade
- Decisions - Taking action and the Decision Thinksheet
 - The Elements of Decision; Who, When and Criteria
 - Upsides and Downsides
- Next Steps - Your plan to implement your learning (for yourself and your team)

Workshop Participants will receive the book, “Think Smarter” authored by Mike Kallet

Target Audience: 6.0 Civilian Workforce Members

Registration: Register for this workshop via the NAVAIRU Portal. If you do not have an account in the NAVAIRU Portal use the instructions provided below to create an account.

HOW TO CREATE A NAVAIRU ACCOUNT

You **MUST have a registered NAVAIRU account in order to register for a class or to access myUniversity. Please follow the directions below to register for an account:**

1. Navigate to <https://navairu.navair.navy.mil>
2. Select "Register" in the upper left corner of the screen.
3. Complete all fields, and click the "Save" button
4. A request will be sent to your college administrator for approval.
5. Once your account is approved, you will be notified via email.



The screenshot shows the NAVAIRU portal interface. At the top left, there is a 'Welcome, Guest' message and a 'Register' button. A callout box points to the 'Register' button with the text 'Register for a NAVAIRU account here.' At the top right, there are links for 'My Profile', 'Help', 'Contact Us', 'Home', and 'Sign Out'. In the center, there is a large banner with the NAVAIRU logo and the tagline 'Enabling technical, leadership, and professional excellence in Naval Aviation'. A callout box points to the 'myUniversity' link in the navigation bar with the text 'Access myUniversity here.' At the bottom, there is a navigation bar with links for 'Home', 'About', 'Colleges', 'Classes', 'News', 'Training/Workshops', 'MyUniversity', and 'Admin'. Another callout box points to the 'Access Quick Start Guide here.' link in the top right area.

If you have an account within the NAVAIRU Portal access CLIO directly via <https://navairu.navair.navy.mil/Home/CLIO> and search for classes; CLIO-60-013

Point of Contact for this workshop is Wanda Cricchi, wanda.cricchi@navy.mil