Briefing Techniques Course

Strengthen your ability to think clearly under pressure, evaluate information objectively, and make better decisions at work. This course blends practical exercises with real-world scenarios to help you apply critical thinking models, reasoning techniques, and a structured problem-solving process.

> Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/briefing-techniques-corporate%20

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Course Outline

Module 1: Introduction to Critical Thinking
- Define critical thinking and its importance in the workplace
- Identify how critical thinking improves judgment and decision-making
- Establish expectations and goals for applying critical thinking skills

Module 2: Critical, Mechanical, and Emotional Thinking
- Distinguish between critical, mechanical, and emotional thinking styles
- Recognize how each thinking style influences decisions and behavior
- Apply concepts through discussion and real-world examples

Module 3: Analyzing Information Objectively
- Apply techniques for evaluating information critically
- Identify assumptions and biases that affect analysis
- Reduce the impact of mechanical thinking on decision-making

Module 4: Managing Emotional Thinking
- Recognize emotional triggers that affect judgment
- Apply strategies to pause, reframe, and think more clearly
- Practice emotional regulation through scenarios and discussion

Module 5: Evaluating Sources and Information Credibility
- Assess the reliability and credibility of information sources
- Differentiate between fact, opinion, and interpretation
- Apply evaluation criteria using workplace examples

Module 6: Evaluating Arguments
- Analyze arguments for logic, evidence, and validity

- Identify unsupported claims and faulty assumptions
- Strengthen conclusions using evidence-based reasoning

Module 7: Critical Thinking Models and Strategies

- Apply structured critical thinking models to workplace issues
- Use frameworks to analyze problems and options systematically
- Practice strategies through guided exercises

Module 8: Deductive and Inductive Reasoning

- Apply deductive reasoning to draw logical conclusions
- Apply inductive reasoning to identify patterns and trends
- Determine when each reasoning approach is most effective

Module 9: Identifying Faulty Logic

- Identify common logical fallacies in workplace thinking
- Recognize errors in reasoning during discussions and decisions
- Apply strategies to improve clarity and sound judgment

Module 10: Promoting Critical Thinking in the Workplace

- Identify strategies for encouraging critical thinking among teams
- Apply techniques to improve analysis and dialogue
- Strengthen decision-making through collaborative thinking

Module 11: Applying Critical Thinking to Work Scenarios

- Apply critical thinking strategies to real-world workplace situations
- Evaluate options, risks, and consequences
- Practice scenario-based analysis with peer discussion

Module 12: Problem Solving Using Critical Thinking

- Define a structured problem-solving process
- Apply the process to identify issues and develop solutions
- Compare solutions and reasoning approaches
- Summarize key takeaways and next steps for on-the-job application