

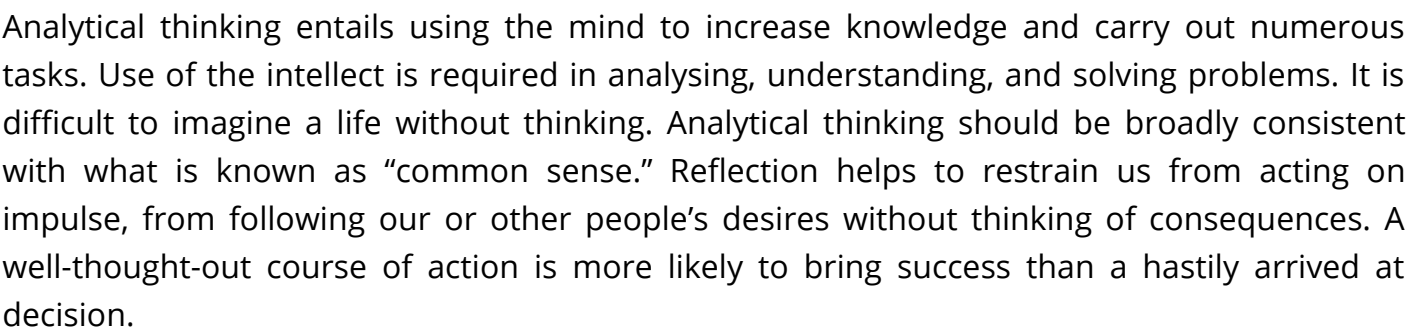


AVENTIS
LEARNING GROUP

Think Better Analytically: Ways to Build Up Everyday Analytical Thinking

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Analytical thinking skills are critical in the workplace. It is essential for gathering data, solving complex problems, making rational decisions, as well as summarising data and executing well-thought-out projects.

Everyone does some thinking, some more than others. People who fail to think or do not think much, put themselves – and likely others – at risk. People who think, by contrast, and think well analytically, have better prospects in life. Wherever possible, thinking should be analytical and proactive. We should anticipate problems even before they arise. That way, we can prepare to face them once they arrive, and we will not be caught off-guard.

Learning Outcomes

At the end of this session, participants will be able to:

1. Provide a fundamental understanding of how analytical thinking works
2. Identify specific tools and techniques that consultants can use during the problem-solving life cycle
3. Apply a complete framework for managing project issues – from identification to resolution



Course Outline

Introduction

- Introduction; Ice Breaker; Housekeeping Items
- The Parking Lot; Workshop Objectives

Overall Process

- The Four Dilemmas
- Solutions to The Four Dilemmas

Defining the Problem

- Problem Identification
- Root of the Problem
- Root Cause Analysis

Formulating the Hypothesis

- Key Components – The Issue Diagram
- Framing & Pitfalls
- Brainstorming

Collecting the Facts

- The Facts
- Data and Information
- Different Data Collection Techniques

Conducting the Analysis

- Sequential Steps and Benchmarking
- SWOT; Force Field; Impact and Pareto Analysis

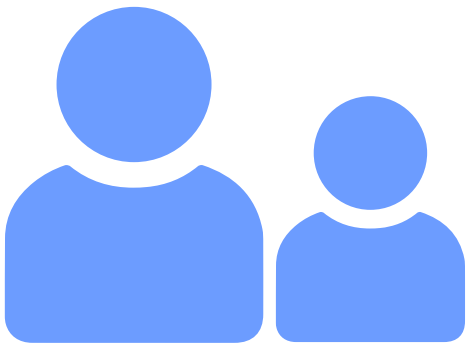
Developing the Solution

- Basic Concepts
- Common Landmines

Review, Reflect and Share

- 3 Things I Have Learned
- 2 Things I Want to Learn More About
- 1 Thing I Want to Put into Practice

Who Should Attend?



This workshop is designed for all those who are keen to learn more about Analytical Thinking Skills, those who want to maximize what they can achieve not only in their workplace but in their daily lives. Participants will be able to think beyond the stereotype and discover their potential.

Course Details



1 Day
9.00am - 5.00pm (Classroom)
9.30am - 4.30pm (Virtual)



Classroom Learning at
Holiday Inn Orchard City
Centre / **Virtual Learning**
via Zoom



(65) 6720 3333
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\$635 Before GST



Trainer's Profile



Personal and Organisational Effectiveness Master Trainer and Certified Advanced Behavioural Analyst: Ivan Phua

With his easy-going and relational communication styles, Ivan helps build rapport with participants and draws out key learning concepts for effective learning. He is creative, dynamic and he inspires clients to improve their performance by changing their attitudes and developing their skills and knowledge. As a coach, he brings the best out of them through critical thinking; solving issues by analyzing the situation, identifying possible solutions, deciding the right approach in order to achieve the desired outcome or the “aha” moments.

Ivan has held various management roles including Sales and Marketing, Operations and Services in various industries. Using his critical thinking skills, he is able to think reflectively and independently in order to make thoughtful decisions. By focusing on root-cause issues, his critical thinking skills helped organizations avoid impending problems that can result in undesirable consequences.

Ivan has completed the Advanced Certificate in Training and Assessment (ACTA) with the Singapore Training & Development Association (STADA), the training division of the Singapore Workforce Development Agency (WDA). He is a Certified Behavioural and Career Consultant (CBCC) as well as a Certified Advanced Behavioural Analyst (CABA) with the Institute of Motivational Living (IML), an authorized provider by the International Association for Continuing Education and Training (IACET), USA. Ivan is also Certified as The Leadership Challenge Trainer (TLC), a leadership programme using the Leadership Practices Inventory® (LPI), a 360-degree leadership behavior assessment, developed by Jim Kouzes and Barry Posner, USA. He is also a Certified R3 Factor Trainer from Relationship Help Center, USA.

Testimonials

"Good use of activities to draw the learning points. Trainer is good in engaging everyone and got all to share and participate."

– Alina Ng, Admin Executive for Banking Services

"Besides the ability to learn through doing and encouragement from the trainer. The workshop had also helped me to discover more about myself and reminded me of what I've learned in the workshop to put to practice at my workplace."

– Sylvia Thay, Medical Technologist for Research

"Ivan is knowledgeable and well-prepared... He is able to effectively answer everyone's questions."

– Ms Ong Li Sa, Senior Supervisor for Retail Chains