

## **Course Name:**

### ***Creative and Analytical Thinking Program***

## **Synopsis**

Creative and analytical thinking is a skill that every individual should have. In matters involving self- development in an organization, this skill is needed to help build a line of executives who have the ability to create great ideas based on facts, data, information, judgment, experience and wisdom.

## **What You Will Learn**

- To understand the definition of creative and analytical thinking
- To understand the relationship between analytical and creative thinking
- To know the differences between analytical thinking and creative thinking
- To correspond and explain the two types of thinking
- To understand that analytical thinking as a component of creative problem solving
- To maintain the application of analytical thinking
- To make sure that every executive knows the creative process

## **Who Should Attend**

Assistant Manager, Executive, Clerk and Support Staff

## **Prerequisite**

N/A

## **Course Methodology**

- Theory
- Hands-On
- Discussions

- Interactive Classroom Session

## Course Duration

2 days - 9am - 5pm

## Course Structure

### Session 1: Understanding the Difference

Participants learn to distinguish between creative thinking, which involves generating novel ideas and solutions, and analytical thinking, which involves breaking down complex problems into manageable components and evaluating them systematically.

### Session 2: Creative Techniques

Various creative techniques are taught to stimulate imagination and idea generation. These may include brainstorming, mind mapping, lateral thinking exercises, and role-playing scenarios.

### Session 3: Analytical Tools

Participants are introduced to analytical frameworks and tools to enhance their problem-solving skills. This could involve techniques such as SWOT analysis, root cause analysis, decision trees, and Pareto analysis.

### Session 4: Integration

Training sessions often emphasize the importance of integrating creative and analytical thinking. Participants learn how to balance innovative thinking with logical analysis to arrive at well-rounded solutions.

### Session 5: Practical Exercises

Hands-on exercises and case studies are used to apply creative and analytical thinking concepts in real-world scenarios. This allows participants to practice using these skills in a controlled environment.

*Session 6: Cultivating a Creative Environment*

Training may also focus on creating an organizational culture that fosters creativity and analytical thinking. This involves promoting open-mindedness, embracing diverse perspectives, and encouraging risk-taking and experimentation.

*Session 7: Collaboration and Communication*

Effective communication and collaboration skills are emphasized, as both creative and analytical thinking often involve working with others to exchange ideas, challenge assumptions, and reach consensus.

*Session 8: Feedback and Reflection*

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement.