



Training Solutions, Delivered!

THE ART OF COMMON SENSE AND CRITICAL THINKING

**Leader's Guide, Fact Sheet
& Quiz**

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5225 THE ART OF COMMON SENSE AND CRITICAL THINKING FACT SHEET

LENGTH: 6 MINUTES

PROGRAM SYNOPSIS:

Critical thinking, common sense and common courtesy may seem unrelated, but together they impact the quality of your life and the lives around you. As children, we're encouraged to use our common sense, our sense of sight, sound, taste, smell and feeling. As we grow with curiosity and an open mind, our common sense can be learned and expanded through formal education or in the school of hard knocks. This program includes fun commonsense facts and ways to develop and improve your common sense. Improved critical thinking helps individuals make good decisions in the workplace and at home.

Topics include what critical thinking, common sense and common courtesy are, how your senses influence these ideas and ways to make good decisions.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- Explain the difference between critical thinking, common sense and common courtesy;
- How our senses influence each idea;
- Benefits of learning with an open mind;
- Ways to make good decisions.

INSTRUCTIONAL CONTENT:

BACKGROUND

- Critical thinking: the ability to think and behave in a reasonable way and to make good decisions. Disciplined thinking informed by evidence.
- Common sense: the ability to think and behave in a reasonable way and to make good decisions. Sound practical judgment that is independent of specialized knowledge, training or the like.
- Common courtesy: the rules of indicating the proper and polite way to behave. The prevailing customs, ways of living and habits of people.

SENSES: HOW THEY INFLUENCE

- Critical thinking. Common sense. Common courtesy. They may seem unrelated but together impact the quality of your life and the lives around you.
- Let's start with the basics. 90% of the information we absorb is from our eyesight, but we don't really see with our eyes we see with our brains.
- The brain operates mostly in our limbic system, what Freud called the "id" which is part of our subconscious mind.
- Much of our irrationality comes from the instincts of our limbic minds.
- Seldom when we face the situation do we examine and evaluate the information or even research important statistics.
- Instead, we make decisions based on a list of mental shortcuts that skip the math and take the least effort.

CRITICAL THINKING

- Your opinions and desires are generally influenced by the questions we're asked and since our attention span maxes out around 10 minutes, we put great limits on engaging thoughtful thinking.
- For those intimidated that an IQ score means a person is intelligent, should know an IQ test measures analytical intelligence, not creative or practical intelligence, so you're probably much smarter than you think but don't regularly exercise your brain, which brings us to this course.
- Here we will examine how critical thinking, common sense and common courtesy affected your development as a child, how it shapes your views on tolerance, diversity and stereotypes, how it affects your relationships, daily travels and your workplace, how it impacts your physical and mental health.
- Most important, the course is interactive and requires your brain to absorb a wealth of information that may well elevate the quality of your life and the lives around you.
- Welcome to the art of common sense and critical thinking!

COMMON SENSE

- Common sense is the ability to think and behave in a reasonable way, to make a decision based on a simple perception of the situation or the facts.
- Though common sense is a natural instinct, it is not genetic but can be learned through self-awareness and logical thinking.

- As children, we're encouraged to use our common sense, our sense of sight, sound, taste, smell and feeling. As we grow with curiosity and an open mind, our common sense can be learned and expanded through formal education or in the school of hard knocks.
 - 8 out of 10 Americans claim that sharing common sense information with others makes them smarter and 68% believe it even makes them more successful. 40% of them say common sense cannot be learned.
 - The key to learning what is true is to verify all information received. Beliefs you hold deeply should always be questioned and challenged.
 - Three things can be said about common sense. Common sense can be learned. Common sense has a lot to do with our success and well-being. Common sense is like deodorant. Those that need it most, don't use it.
- Some ways to develop and improve common sense are: assess your personality, biases and problem-solving skills; avoid making hasty, impulsive decisions; think before you speak; commit to reading and researching facts from a variety of sources; commit to being more aware of yourself, others and the environment; commit to verifying information that is written or spoken and; emulate the behavior of a role model.

LEARNING WITH AN OPEN MIND & INTERESTING FACTS

- When NASA started sending astronauts into space, they realized ballpoint pens would not work in zero gravity.
- NASA scientists spent a decade and 12 billion dollars to create a pen that rights not only in zero gravity, but upside down, underwater, on almost every surface and at temperatures from below freezing to 300 degrees. The Russians used a pencil.
- Admit it. Isn't it fun to learn? With a curious and open mind, you can easily learn common sense facts such as...
- The cotton candy machine was invented by a dentist.
- Your favorite song is usually associated with an emotional event.
- Wearing headphones for one hour increases bacteria in your ear by 700 times.
- We judge ourselves by our intentions and others by their behavior.
- A 20 second hug releases chemicals in the body that help you trust the one you're hugging.
- Losing something makes you twice as miserable as gaining the same thing makes you happy.

WAYS TO MAKE GOOD DECISIONS

- Identify clearly what you want to decide.
- Determine the outcome you want to receive.
- Gather all of the facts and data promptly.
- Explore your options and feelings using logic and common sense.
- Seek opinions from a wise counsel.
- Make the decision.
- Monitor the results.

THE ART OF COMMON SENSE AND CRITICAL THINKING

ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. b

4. c

5. b

6. d

THE ART OF COMMON SENSE AND CRITICAL THINKING
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Improved critical thinking helps you make good decisions in the workplace and at home.
 - a. True
 - b. False

2. _____ are the rules indicating the proper and polite way to behave. This includes the prevailing customs, ways of living, and habits of people.
 - a. Common sense
 - b. Critical thinking
 - c. Common courtesy

3. 90% of the information we absorb is through our ears.
 - a. True
 - b. False

4. Common sense is like _____; those that need it most, don't use it.
 - a. A napkin
 - b. A turn signal
 - c. Deodorant
 - d. A fork

5. The Russians came up with the space pen.
 - a. True
 - b. False

6. Which of the following is a way to make a good decision?
 - a. Determine the outcome you want to receive
 - b. Seek options from a wise counsel
 - c. Identify clearly what you want to decide
 - d. All of the above