



Training Solutions, Delivered!

THE ART OF COMMON SENSE & CRITICAL THINKING: IN THE WORKPLACE

**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.

5228 THE ART OF COMMON SENSE & CRITICAL THINKING: IN THE WORKPLACE FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

We all have the capacity to be a well cultivated critical thinker. The more we are aware of ourselves, the more likely our critical thinking will be constructive. This program shows 6 steps to critical thinking. When used in the workplace, these can improve your quality of thinking, better understand problems and make more informed choices and intelligent decisions.

Topics include the 6 steps to critical thinking, how using common sense can help solve problems and issues, and the importance of critical thinking.

PROGRAM OBJECTIVES:

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

- How to use common sense and critical thinking;
- The 6 steps to critical thinking;
- How to look at things rationally, with an open mind and evidence.

INSTRUCTIONAL CONTENT:

BACKGROUND

“For every complex problem, there is a simple solution that is elegant, easy to understand and wrong.” – H.L. Mencken

- There was a time when limited information proposed the earth was flat and an airplane too heavy to fly.
- We often see what we expect to see, which is why it is so important to question statements, ideas and assumptions. Not doing so generally results in misinformation and bad decisions.
- While common sense is handy, critical thinking is a superior way to fully analyze and resolve issues.
- Instead of being limited and controlled by emotions, hearsay and ideology, critical thinking gives us the ability to think clearly and rationally using logic and facts.
- We all have the capacity to be a well cultivated critical thinker. In fact, if you play puzzles, board games, write a journal and participate in book clubs, you're well on your way to being a great problem solver.
- The more we are aware of ourselves, the more likely our critical thinking will be constructive.
- It is helpful to view problem solving as an opportunity for improvement.
- Begin the process immediately, without procrastination or fear.
- Never give credence to misinformation, gossip, old wives' tales, superstitions, conspiracy theories or fake news.
- First let's level the playing field. Well educated people can make poor decisions and streetwise people can make brilliant decisions.
- Compartmentalizing and pigeonholing people is, well, stupid and even smart people can do stupid things.
- Let's give the benefit of the doubt to individuals until facts prove otherwise. It is helpful to have an open mind if you want the problem solved correctly.
- Alright there's a problem. Avoid blaming the person who caused the problem.
- Rather, teach them how to solve the problem using factual and logical information.

6 STEPS TO CRITICAL THINKING

- **DEFINE AND DESCRIBE:** Define the problem. Describe the problem using specifics. Understand fully the information presented.
- **CAUSE AND EFFECT:** Think about the subject and issue in an objective way. Gather knowledge and facts that may show cause for the problem. Measure impact and consequences of the problem.
- **ANALYZE AND EVALUATE:** Take time to reflect on information with an open mind and without emotion. Evaluate varying viewpoints and perspectives using reason and evidence. Form your opinion based on collected facts and findings.
- **SELECT AND PREPARE:** Ask which solution best serves your goal and the goal of the organization. Ensure your choice of action logically follows the verified information. Gather materials and personnel needed to implement the solution.
- **SCHEDULE AND RESOLVE:** Schedule promptly the time for agreed action. Fix the cause, not the symptom. Ensure everyone involved is using the same written plan.
- **MONITOR AND LEARN:** Verify if the problem has been satisfactorily resolved. Review, modify and adjust as needed. View challenges as opportunities to hone your critical thinking skills.

USING CRITICAL THINKING

- Remember, there are no guarantees and hindsight is 20/20.

- Right now, we would like you to begin giving critical thinking and consideration to just one concept that will widen your perspective.
- What if you knew that no matter what someone says to you, thinks about you or does to you has little or nothing to do with you?
- Everyone is a work in progress. Wherever you are, wherever you go, strive to be content on the path to growth. Happiness will follow. Think about that.
- Think about why this is so important:
Abortion; civil rights; climate change; corruption in organizations, corporations, government; crime; defense, national security, terrorism; economics; education; endangered species; energy; environment; equality; family values; federal deficit; foreign relations; gun policy; health and disease; housing; hunger; immigration; inflation; infrastructure; insurance; jobs, income gap, unemployment; mental health; political partisanship; poverty; racism; social security, pensions; substance abuse; voting integrity; and the list goes on...
- We live in a world of challenging issues in need of thought and resolve.
- Every day we are making countless decisions. Gut instinct has its place, but concrete proof is better.
- Critical thinking concentrates on data instead of emotions, thus preventing a hasty decision or jumping to a conclusion.
- The critical thinker: Observes the problem. Gathers facts about the problem. Makes inferences about the problem. Forms opinions about the problem. Takes measures to resolve the problem.

RATIONAL, OPEN MINDED & CREDIBLE EVIDENCE

- Since most things are determined by the quality of your thinking, it is imperative your thinking is rational, open-minded and based on credible evidence.
- Not only will critical thinking help you make intelligent decisions but will also help you stay calm and rational under stress.
- Imagine a community, a state, a country committed to critical thinking, good manners and common courtesy. Imagine the issues we could resolve.
- But beware. There are some who believe the truth is no longer fashionable.
- To achieve their goal of money, power and control, information is manipulated to protect their bias and agenda.
- Therefore, we must challenge all assertions, spins, graphs and statistics for our own well-being.

“Every violation of truth is not only a sort of suicide in the liar but is a stab at the health of human society.” – Ralph Waldo Emerson

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ANSWERS TO THE REVIEW QUIZ

1. a
2. e
3. b
4. b
5. a
6. b
7. a
8. d
9. a
10. b

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REVIEW QUIZ

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

Name _____ Date _____

1. Critical thinking is a superior way to fully analyze and resolve issues.
 - a. True
 - b. False

2. Which of the following are ways to improve being a great problem solver?
 - a. Playing puzzles
 - b. Playing board games
 - c. Writing in a journal
 - d. Participating in book clubs
 - e. All of the above

3. Streetwise people make poor decisions.
 - a. True
 - b. False

4. There are 8 steps to critical thinking.
 - a. True
 - b. False

5. Everyone is a work in progress.
 - a. True
 - b. False

6. Gut instincts are the best ways to make decisions about a topic/issue.
 - a. True
 - b. False

7. Critical thinking concentrates on data instead of emotion.
 - a. True
 - b. False

8. It's imperative that your critical thinking is _____.
 - a. Rational
 - b. Open-minded
 - c. Based on credible evidence
 - d. All of the above

9. Critical thinking helps you make intelligent decisions and enables you to stay calm and rational under stress.
 - a. True
 - b. False

10. To achieve money, power, and control, people are always 100% truthful.
 - a. True
 - b. False