



Personal Skills in Analytical Thinking

المهارات الذاتية في التفكير التحليلي

06 - 10 October 2025

Vienna / Austria

Introduction

This training program aims to empower participants with the ability to think critically and analytically, enhancing their capacity to make better decisions and solve problems effectively in both professional and personal contexts. Participants will be equipped with practical tools and proven methods to analyze information, evaluate arguments, and develop innovative solutions. The course also emphasizes building a mindset that values structured thinking, curiosity, and adaptability, ensuring that participants become proactive problem-solvers who can contribute effectively in diverse situations.

Objectives

By the end of the program, participants will be able to:

- Recognize the importance of analytical thinking and its link to leadership.
- Understand how analytical thinking contributes to problem-solving and decision-making.
- Explore diverse thinking styles and how they shape personal and professional outcomes.
- Build a reflective and solution-oriented mindset.
- Apply practical exercises to reinforce creative and analytical thinking methods.
- Understand the problem-solving cycle and its application in real scenarios.
- Identify and analyze problems using structured approaches and methodologies.
- Link creative thinking strategies with administrative and managerial problem-solving.

Who Should Attend?

This course is designed for professionals, managers, team leaders, and individuals who want to strengthen their analytical and problem-solving skills, improve decision-making, and enhance their personal effectiveness.

Course Outline**Day One**

Understanding the foundations of analytical thinking

- Defining analytical thinking and its importance
- Differences between analytical, critical, and creative thinking
- Barriers to effective thinking

The role of mindset in analytical skills

- Growth mindset vs. fixed mindset
- Building curiosity and questioning techniques
- Overcoming assumptions

Day Two

Understanding the foundations of analytical thinking

- Defining analytical thinking and its importance
- Differences between analytical, critical, and creative thinking
- Barriers to effective thinking

The role of mindset in analytical skills

- Growth mindset vs. fixed mindset
- Building curiosity and questioning techniques
- Overcoming assumptions

Day Three

Decision-making processes

- Stages of decision-making
- Balancing intuition and logic
- Avoiding cognitive biases

Evidence evaluation

- Assessing data quality and credibility
- Comparing qualitative and quantitative information
- Case studies in information analysis

Day Four

Creativity in problem-solving

- Linking creativity and analytical thinking
- Brainstorming and lateral thinking methods
- Innovative approaches to generate alternatives

Personal and team dynamics

- Personality types and thinking styles
- Effective collaboration for problem-solving
- Conflict resolution through analysis

Day Five

Practical application of analytical thinking

- Real-world simulations and group exercises
- Applying structured problem-solving models
- Reflecting on lessons learned

Building a sustainable habit of analytical thinking

- Integrating tools into daily routines
- Continuous self-improvement strategies
- Action planning for professional application

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule**The course agenda will be as follows:**

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|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **6,500 USD**
**VAT is Excluded If Applicable*

المقدمة

تهدف هذه الدورة إلى تمكين المشاركين من تطوير قدراتهم على التفكير النقدي والتحليلي، مما يساهم في اتخاذ قرارات أفضل وحل المشكلات بكفاءة في مختلف جوانب الحياة المهنية والشخصية. سيتم تزويد المشاركين بأدوات وأساليب فعالة لتحليل المعلومات، وتقييم الحجج، وبناء حلول مبتكرة.

الاهداف

- التعرف على أهمية التفكير التحليلي والعلاقة بينه وبين القيادة وأسلوب التفكير التحليلي في حل المشكلات وتنوع طرق التفكير وكيفية بناء شخصية مفكرة وبناء خصية تتسم بطرق تفكير الذي يؤهلها للقيام بواجباتها العملية على أكمل وجه
- كما أن البرنامج سيضيف للمشاركين حالات عملية تساعد على تأكيد طرق التفكير الإبداعي وكيفية التعلم لتلك الطرق وكيفية بناء الشخصية المفكرة والباحثة وسيربط البرنامج بين أساليب التفكير الإبداعي المختلفة وبين الواقع الإداري وحل المشكلات الإدارية
- فهم دورة عملية حل المشكلات.
- إكساب المشاركين المعرفة بأساليب وطرق تحديد وتحليل المشكلات.
- تزويد المشاركين بالمعرفة حول أساسيات عملية التفكير والأدوات الأخرى في حل المشكلات.
- التعرف على أنماط الشخصية والتفكير والتعلم التي تؤثر على نوعية ومستوى تحديد وتحليل وحل المشكلات.

الحضور

تم تصميم هذه الدورة للمهنيين والمديرين وقادة الفرق والأفراد الذين يرغبون في تعزيز مهاراتهم التحليلية وحل المشكلات وتحسين عملية صنع القرار وتعزيز فعاليتهم الشخصية.