

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2558](http://www.amanet.org/2558)

# Analytical Thinking, Problem Solving and Decision Making

## Get powerful problem-solving skills to more successfully reason through business problems

In today's lean, flat organizations, it is everyone's job to effectively solve problems. And while analytical thinking skills may seem natural, they're not necessarily intuitive, and they don't come easily to many people. Analytical thinking and problem solving are foundational thinking skills that involve breaking things down into their component parts. They also involve deductive reasoning, drawing conclusions from givens and applying judgments to reach conclusions from a combination of evidence and assumptions. This seminar introduces you to fundamental thinking processes so that you can successfully analyze and solve a wide variety of business problems. Get these essential analytical thinking and problem-solving skills now to give yourself a powerful competitive and career advantage!

### How You Will Benefit

- Learn a process for breaking down complex problems into their components and gain clarity around possible solutions
- Apply strategies and techniques to avoid emotional triggers that can impede your best thinking
- Explore how to generate solutions to atypical problems and then test the solutions
- Know how to accurately interpret probability and other methods for increasing certainty in your judgment
- Learn strategies for negotiating among variables and conditions
- Recognize the difference between rationality of purpose and rationality of process

### What You Will Cover

- Understanding how we think and reason
- Identifying underlying factors that explain why intelligent people do irrational things
- Using a four-part model for effective reasoning
- Balancing multiple conditions impacting a business situation
- Comprehending the foundations of conditional logic (if  $x$ , then  $y$ ) and disjunctive logic ( $x$  or  $y$ ), and when to use them
- Identifying the barriers and challenges to effectively using different kinds

- Identifying the barriers and challenges to effectively using different kinds of logic
- Exploring the difference between logical analysis and facts
- Exploring the three aspects of probability and their application in business
- Moving from pieces to the big picture and creating/testing solutions
- Identifying common patterns to look for in data
- Comprehending the hypothetical method and its two stages: formation and testing
- Problem solving skills and first steps: seeing patterns, abstracting to models and developing hypotheses
- Using data to form and test a hypothesis
- Beyond fundamentals—moving from analytical thinking to critical thinking
- Applying the four components of analytical reasoning to a real-life work situation
- Tying it all together and forming your action plan

## Who Should Attend

Any individual who wants to be better equipped to face and solve today's complex business problems by using a foundational process for reasoning and problem solving.

## Schedule

- [2] days - \$2,195 Non Members
- [2] days - \$1,995 AMA Members
- [2] days - \$1,785 GSA

## Credits

1.2 CEU/12 CPU/12 PDCs

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