SOFT SKILLS AND WORKPLACE COMMUNICATION

Critical Thinking and Decision-Making

Separate evidence, assumptions and alternatives to make better-supported workplace decisions.

5 sessions × 1.5 hours · 7.5 hours · 890 AZN. Prices may change depending on current conditions.

Who is it for

For managers, analysts, project owners and professionals facing complex choices.

Programme purpose

Frame the problem, check evidence quality, recognise cognitive bias, compare options against criteria and communicate a decision clearly. Exercises use a real or sample workplace case.

By the end you will be able to

- You will create a decision matrix, short rationale and follow-up measures.

Practical assignments

- We will capture the facts, assumptions, risks and alternatives for a decision you choose.

Session plan

01 Session 1: problem framing and decision criteria

02 Session 2: source quality and assumption checks

03 Session 3: cognitive bias and alternative scenarios

04 Session 4: risks, trade-offs and decision matrix

05 Session 5: decision communication and follow-up measures

Final practical output

You will create a decision matrix, short rationale and follow-up measures.

Assessment and feedback

The final practical work receives trainer feedback on fit to a real or sample situation, clarity of reasoning and actionable next steps.

Training format

Individual live online training only: one participant and one trainer. 5 sessions × 90 minutes (450 minutes total). Zoom / Google Meet; schedule agreed individually.

Topic references

World Economic Forum — Future of Jobs 2025, Skills Outlook: https://www.weforum.org/publications/the-future-of-jobs-report-2025/in-full/3-skills-outlook/

References inform the topics; AİTM does not claim accreditation by these organisations.

Contact and enrolment
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