

Syllabus: Week by Week Description for Workplace Training Program 24 Hours of Instruction

Session 1: *Setting the Stage- Step by step procedure to build a personalized motivational guide to integrate new skills into the work day.*

Session 2: *Setting the Stage- Step by step procedure to visualize your place in the world, and your significance to others. Mentoring the younger generation, or new team members. Making the most of being mentored. (Legacy)*

Session 3: *Setting the Stage- Introduce the concept that adults can learn to think more clearly and creatively. Lay the foundation to learn from mistakes, for conflict resolution, to enhance human intentionality, by participating in this 7-Step program optimized for workplace behavior and harmony.*

Session 4: *The Program*
STEP 1: CULTIVATE CURIOSITY (Being Human):
Cultivate Open-Mindedness

Skills: Store New Knowledge
Facilitate New Learning

Sessions 5 & 6: The Program

Step 2: CONFIRM THE CONTEXT:
This is the Essence of Critical Thinking Question – Confirm the Frame of Reference

Skills: Solve the Right Problem
Consider multiple perspectives

Session 7: *The Program*

STEP 3: RATIONAL THINKING:
Structure Your Knowledge
Prime Your Creativity

Skills: Break complex situations into manageable components
Mathematical applications (ratios, fractions, purchasing decisions)

Session 8: *The Program*

STEP 4: CREATIVE THINKING:

Connect the dots
Reconcile opposites

Skills: See more realistic options in any situation
Strengthen mentorship relationships
Find new ways of solving problems

Session 9: *The Program*

STEP 5: SYSTEMS THINKING:

Contemplate Complexity
Appreciate Multi-Level Interactivity
See Structures Below the Surface
Understand company hierarchy

Skills: Improve reasoning skills, make better decisions
Build justifiable self-confidence
Think about why you think what you think (concept of meta-thoughts)

Sessions 10 & 11: *The Program*

STEP 6: DECISION SCIENCE:

Calibrate Your Self-Confidence
Choose and Evaluate Data Used to Make Decisions
Build Your Own Theory of Knowledge

Skills: Make better choices
Learn from actions and reactions
Introduce misinformation identification concepts
Evaluate claims and counter-claims

Session 12: *The Program*

STEP 7: COMMUNICATE CAPABLY:

Choose the appropriate medium (voice, in-person, email, text (DM), etc.
Use previous six steps to convey relevant information

Skills: Express thoughts clearly
Build trust and transparency