



CONTINUING EDUCATION

Course Outline

Critical Thinking in the Workplace

Critical thinking is one of the most valued skills in today's workplace. Employers need employees who can analyze situations, gather the facts, generate creative solutions, use good judgement and turn mistakes into new opportunities. In this workshop, you will evaluate five different critical thinking models and apply those models not only in class, but also to your own workplace challenges. Additionally, you will learn two different decision-making approaches to use in conjunction with the critical thinking models. Finally, the workshop will focus on strategies to improve critical thinking processes in the workplace.

Who Should Take This Course?

This course is designed for employees who need to critically evaluate a situation, discuss options, and make decisions to solve problems or capture opportunities.

Course Objectives

- Understand critical thinking in the workplace
- Evaluate five critical thinking models and apply them to the workplace
- Review two decision making models and relate them to critical thinking
- Improving critical thinking in the workplace

Course Info

- Length: 6 hours
- Format: Classroom instruction, group projects and exercises
- Prerequisite: None

Course Content

Understand critical thinking in the workplace

- Discuss the foundational elements of critical thinking as it applies to the workplace
- Evaluate challenges and strategies for team critical thinking discussions

Evaluate five critical thinking models and apply them to the workplace

- Evaluate five critical thinking models and apply them to a specific scenario
- Discuss the benefits and drawbacks of each model

Review two decision making models and relate them to critical thinking

- Evaluate two decision making models and their use with the five critical thinking models

Improving critical thinking in the workplace

- Discuss methods to improve critical thinking in the workplace moving forward

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the Workplace Excellence Certificate, you must take all seven required courses and attend* 80 percent of the entire certificate (calculated by total number of sessions). If you complete a certificate program by taking courses individually (not through a series), you can [request a Certificate of Completion online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.