



# ENHANCING CRITICAL THINKING & DECISION MAKING

12 AUG 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

## Course Overview

In today's fast-paced work environment, strong critical thinking and decision-making skills are essential for solving programs effectively and making informed choices. This training equips participants with practical techniques to analyze information objectively, challenge assumptions, and apply structured decision-making strategies.

Through interactive discussions and real-world exercises, participants will learn to identify biases, evaluate risks, and develop solutions that drive better outcomes. By the end of the program, they will be able to approach challenges with clarity, make confident decisions, and enhance workplace efficiency.

## Who Should Attend

- Managers & Supervisors
- Team Leaders & Project Leaders
- HR & People Managers

## Learning Outcomes

- Understand principles of critical thinking and its impact on effective decision-making
- Identify common cognitive biases and logical fallacies that hinder objective thinking
- Analyze problems systematically using structured frameworks and problem-solving techniques
- Enhance decision-making skills by using logical reasoning, data-driven analysis, and critical thinking techniques

Course Registration :



<https://forms.office.com/r/hnpFnSqC1F>

**RM1,000\***

(Price Inclusive of 8% SST)

HRDC Claimable\*

## Course Structure

Time	Agenda
8.30am - 9.00am	Registration
9.00am - 10:30am	<b>Module 1: Introduction to Critical Thinking</b> <ul style="list-style-type: none"> <li>Understanding the importance of critical thinking in the workplace</li> <li>Key characteristics of a critical thinker</li> <li>Barriers to effective thinking and how to overcome them</li> </ul>
10.30am - 10.45am	Break
10:45am - 11.45am	<b>Module 2 : Core Critical Thinking Skills</b> <ul style="list-style-type: none"> <li>Analyzing information objectively</li> <li>Differentiating facts from assumptions</li> <li>Identifying biases and logical fallacies</li> </ul>
11.45am - 12.45am	<b>Module 3 : Problem-solving Techniques</b> <ul style="list-style-type: none"> <li>The 5-step problem-solving model</li> <li>Root cause analysis (5 Whys, Fishbone diagram)</li> <li>Creative thinking techniques (brainstorming, mind mapping)</li> </ul>
12.45pm - 1.45pm	Lunch Break
1.45pm - 3.00pm	<b>Module 4 : Decision-Making Strategies</b> <ul style="list-style-type: none"> <li>Rational vs Intuitive decision-making</li> <li>Decision-making models (SWOT, Cost-Benefit Analysis)</li> <li>Managing risk and uncertainty in decision-making</li> </ul>
3.00pm - 3:15pm	Tea break
3.15pm - 4:15pm	<b>Module 5 : Applying Critical Thinking to Real World Scenarios</b> <ul style="list-style-type: none"> <li>Case studies: Analyzing and solving workplace challenges</li> <li>Role-playing exercises for decision making under pressure</li> <li>Strategies for communicating decision effectively</li> </ul>
4.15pm - 5.00pm	<b>Reflection &amp; Wrap-up</b> <ul style="list-style-type: none"> <li>Q&amp;A &amp; Open Discussion</li> <li>key takeaways</li> <li>Sharing of personal action plans</li> </ul>

## Trainer Profile



**CHONG WAN LING**

Ms. Chong Wan Ling is a highly experienced professional with a rich background spanning more than 13 years in the higher education industry. Passionate in both academia and business development, she is dedicated to leveraging her expertise to make a positive impact on society by providing top-quality education and fostering opportunities to all learners.

Her expertise extends to business development, where she has successfully identified and pursued opportunities for growth and expansion. Her innovative approach to training delivery ensures that participants are actively engaged and equipped with practical skills that can be applied in real-world scenarios