

## Do you think logical thinking is a fundamental foundation for developing all of other skills?

- ✓ You might hear about Logical Thinking, but do you truly understand what logic means and how to logically think and communicate?
- ✓ When you present the report, your superior often does not understand what you want to say, and take a lots of time to ask you questions and report to be revised many times?
- ✓ When solving problem, you don't know where to start, how to find out the root causes, or the solution you suggested is not approved because of lacking the basic logic?

By improving your logical thinking, you cut down 10 mins of ineffective communication with your superior each day, then you can save more than 2000 hours per year. In addition, we believe logical thinking is a basic foundation for you to improve your capacity and your skill further.

## BASIC LOGICAL THINKING

**Target: Staff, Leaders, Managers or candidates for the above position**

**Training venue: At client's company as required (2 days)**

### Objectives

- To learn the basic knowledge and skills about logical thinking
- To use logical thinking for effective problem solving.
- To logically speak and write document.

### Content

#### Part 1: What is logic?

- Definition of Logic (Logical Triangle, So what-Why so)
- Introduction of Logic Tree and MECE

#### Part 2: Solving problems by logical thinking

- Identifying and divide problems by 4W
- Analyzing the original causes of distance between the ideal and reality ~ Why-Tree
- Finding solutions ~ How-Tree

#### Part 3: Stating and writing document logically

- Connecting "Topic" với "Evidences" by Logic Tree
- Whole-Part-Whole Rule
- PREP Rule (Point – Reason – Example – Point)  
<<Stating logically>>
- Main point of stating logically
- Introduction of good examples and bad examples  
<<Writing logically>>
- Using chart and proper layout for an easy-to-understand report
- Introduction of good examples and bad examples

#### Part 4: Summarizing and setting action plan in the next month

※ The above content is subject to change without prior notices.



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