

## COMPLEMENTARY TRAINING MANUAL FOR USERS

### SKILL DEVELOPER:

GrowthCoop

### NAME OF THE SKILL:

### ANALITICAL THINKING

Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. Analytical skills refer to the ability to collect and analyze information, problem-solve, and make decisions. Employees who possess these skills can help solve a company's problems and improve its overall productivity and success. The key to analytical thinking is to break down complex problems into smaller, simpler parts that are easier to analyze and solve.

### COMPETENCES:

- Be aware that analytical thinking skills are critical in the workplace.
- To use your ability to reason, to think clearly and rationally.
- Identify, analyze and solve problems systematically.
- To gather all the necessary information that will be required to help you solve problems at work
- To divide and study a problem in a logical way to determine a practical answer or solution
- Balanced decision-making
- Deductive reasoning

### OBJECTIVES:

- Understand the links between ideas.
- Develops the ability to investigate and organize thoughts with precision and clarity.
- Learning to break down the parts of a problem in order to understand its structure and how they interrelate.
- Determine the importance and relevance of arguments and ideas.

- Recognise, build and appraise arguments.
- Identify inconsistencies and errors in reasoning.
- Approach problems in a consistent and systematic way.
- Reflect on the justification of their own assumptions, beliefs and values.

### OUTCOMES:

- Think about a topic or issue in an objective and critical way
- Achieving the best possible outcomes at work.
- A clear, often uncomfortable, assessment of your personal strengths, weaknesses and preferences and their possible impact on decisions you may make.
- The development and use of foresight as far as this is possible.
- Assessment of possible outcomes and ways of avoiding potentially negative outcomes, or at least lessening their impact

### INFO ABOUT THE EXPERT:



Víctor J. Hernández Bru (Almería, 1974).

Graduate in Information Sciences from the University Complutense of Madrid , Doctor in Humanities (History) from the University of Almería. Assistant professor of the Master's in Social Communication at the University of Almeria for seven years.

Master's Degree in Social Communication from the University of Almeria and in Business Administration and Management from ESIC. Self-employed since 1997.

Managing partner of communication companies such as Presssport Comunicación e Imagen, Estudionet Marketing On Line, Chicco's franchisee in Almería, managing partner of Marketing and Sports Communication, publisher of the radio stations [www.radiomarcaalmeria.com](http://www.radiomarcaalmeria.com) and [www.esradioalmeria.com](http://www.esradioalmeria.com).

Author of the novel 'Diario de un Maltratador'.

Director of Communications for companies such as Grupo Agroponiente, Jarquil, Segusán, etc. Editor/collaborator of Diario Ideal from 1996 to 2020.

### HOW TO IMPROVE THIS SPECIFIC SKILL:

- Link to the podcast

<http://lacjum.8p.pl/fs2022/IO1/pod/1/1.mp3>

- Bibliographic references.

<https://www.thebalancecareers.com/analytical-skills-list-2063729>

<https://www.indeed.com/career-advice/resumes-cover-letters/analytical-skills>

#### Videos

<https://www.youtube.com/watch?v=toJKbhgR1G4>

<https://www.youtube.com/watch?v=uV18HsZRdk0>

<https://www.youtube.com/watch?v=07nf0CmHO4w>

<https://www.youtube.com/watch?v=D5Oeajtbg0Y>

[https://www.jmp.com/en\\_us/events/ondemand/analytically-speaking/analytical-thinking-and-problem-](https://www.jmp.com/en_us/events/ondemand/analytically-speaking/analytical-thinking-and-problem-solving.html)

[solving.html?utm\\_source=TWITTER&utm\\_medium=social\\_sprinklr&utm\\_content=1436764287&utm\\_campaign=aso&linkId=49623578](https://www.jmp.com/en_us/events/ondemand/analytically-speaking/analytical-thinking-and-problem-solving.html?utm_source=TWITTER&utm_medium=social_sprinklr&utm_content=1436764287&utm_campaign=aso&linkId=49623578)

*The Publication has been produced with the support of the Erasmus + Programme of the European Union. The contents of this page are the sole responsibility of the Author and can in no way be taken to reflect the views of the NA and the Commission.*