



I. Introduction

With online courses from SkillSoft, and online books from Books24x7, you will have everything you need for formal training and instant problem solving. SkillSoft covers the full range of training needs with the largest library of online courses in the world. And with the SkillPort learning management system, you'll be able to deliver and track customized learning programs.

Courses span all business, desktop and information technology subjects needed to keep employees' questions answered and skills updated.


Business courses cover thousands of hours of instruction content including Professional Effectiveness, Management & Leadership, Project Effectiveness, Sales & Customer Facing Skills, Finance, HR & Administration and Business Strategy & Operations.

Desktop courses cover hundreds of hours of course instruction and simulated practice covering common desktop applications and skills.


Information Technology subjects cover several thousand hours of course instruction and simulated practice in Software Development, Operating Systems and Server Technologies, Network Technologies, Enterprise Database Systems, Web Design and Project Effectiveness.

Books 24x7 offers additional resources in Business, Desktop and IT Subjects allowing for an employee to go at their own pace and expand their knowledge base, which in turn benefits their areas of the University and the University as a whole.

II. Getting Started

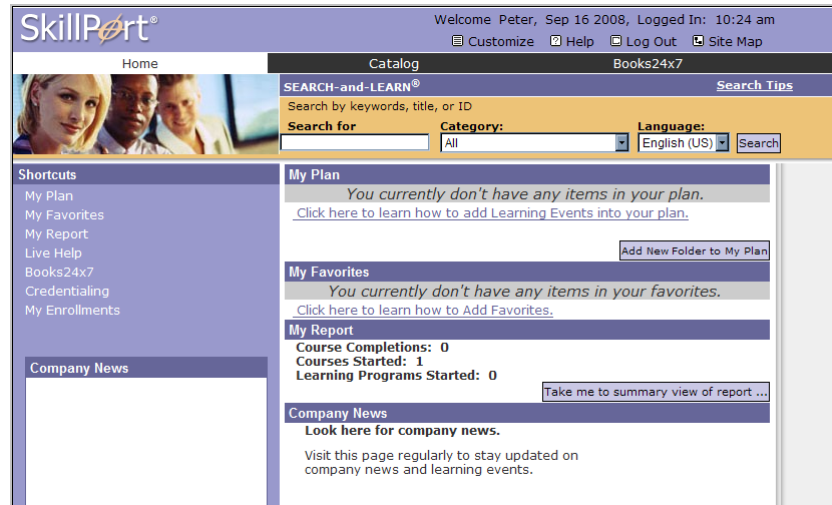
From the Human Resources Training and Development website, go to E-Learning @ Brandeis. Click on the link within the text noted by the  below.

E-Learning at Brandeis

Set the stage for your personal development at a time and place that suits you. Brandeis online courseware allows you to explore your career path with 24-7 access to the information you need to commence your job growth. Brandeis e-Learning content gives you access to great topics, including desktop training like Microsoft Office, Adobe and Netscape as well as leadership and management skills like mentoring, communication techniques and team building. Your e-Learning program provides you with a wide range of flexible learning opportunities so that you can continually gain new skills and knowledge. With e-Learning, you can instantly access your courseware library at the office, at home or on the road 24-7-365. To get started, visit <https://sys.brandeis.edu/offsiteeso/skillsoft>. 



After the UNet login you will arrive at the SkillPort home page. **



**If you are notified that you need a JAVA Plug-in in order for the software to launch, please contact the Help Desk at 6-7782.

III. Your Home Page

Your Home Page is the launching pad for everything SkillPort.

Left Navigation: On the left side under Shortcuts you have a few quick links. Simply click on the links to see how you can personalize your home page by adding Favorites, creating a plan, or simply viewing your enrollments.

Top Navigation: The top navigation provides you with links to the course catalogs as well as Books 24x7. You may also use SkillPort search functionality to find a courses/information on a topic of interest.

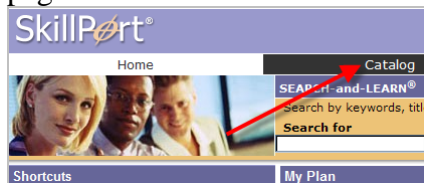
Main Page: The main page provides four sections for your ease. Find information on your plan, quick links to your favorites, your reports as well as any company news that may be displayed.



IV. Enrolling in Courses

Enrolling in courses is easy. Follow these steps:

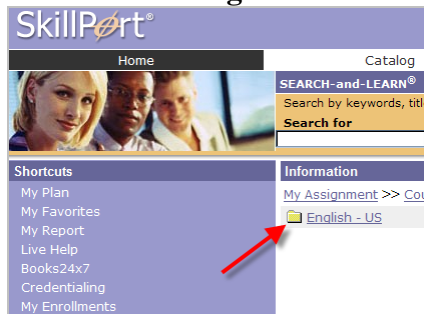
1. To get started and pick courses, click on the word **Catalog** at the top of the page.



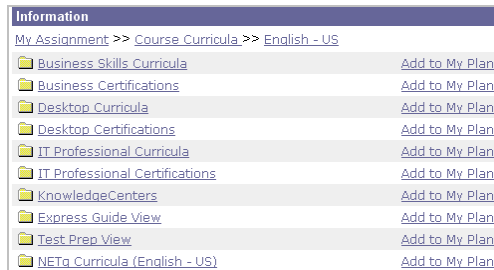
2. Next click on **Course Curricula**



3. Next click on **English-US**



4. You will now be at the Curricula Library



Choose which program you wish to study (Business Skills, Desktop Curricula, IT Professional, etc)



E-Learning at Brandeis University Office of Human Resources



Once into a program, choose a specific topic and the courses which support the topic. You may either add the course to your plan or immediately start the course content.

i. Starting the Course Immediately

Simply click on the course that you wish to begin and click Play.

Information

The Role of Critical Thinking in Organizations

[Play](#)

[Add to My Plan](#)

[Download \(Optional\)](#)

[Job Aids/SkillBriefs](#)

Overview/Description
In the organizational arena, applied critical thinking skills provide an essential foundation for all effective planning, problem-solving, and decision-making activities. Employees who can analyze and reason consistently and proficiently furnish a cost-efficient resource that results in distinctive competitive advantage. Workers who are skeptical of quick fixes and operational dogma pay attention and generate productive ideas. They are intellectually competent to chart new directions. This course introduces the basic concepts, features, and skills associated with critical thinking and explains the roles and propagation of critical thinking in the workplace.

Target Audience
supervisors, managers, directors, executives, team leaders, project leaders and coaches

Expected Duration
4.0 hours

Lesson Objectives

Introducing Critical Thinking

- recognize the benefits of employing critical thinking in an organizational setting.
- match critical thinking elements with descriptive examples of elements.
- determine which critical thinking element is being applied in an organizational problem-solving scenario.
- match techniques that can enhance creative thinking with descriptions.
- select correct examples of criteria indicators that meet necessary conditions for reliability.
- determine whether conditions occurring in a work scenario meet the requirements for reliable criteria indicators.

Learning to Think Critically

- recognize the benefits of employing critical thinking at work.
- match key analytical aspects of critical thinking with examples.
- associate assumption styles with examples.
- identify the steps of argument analysis.
- apply steps for analyzing a written or verbal argument to determine if it is convincing.

Workplace Resources for Thinking and Learning

- recognize the benefits of applying critical thinking in the workplace.
- match typical workplace applications of critical thinking with examples of each.
- select an appropriate application of critical thinking to use in various business and organizational situations.
- distinguish situational examples of managerial critical thinking processes
- employ the appropriate managerial critical thinking process when responding to a variety of business situations.
- identify techniques for modeling critical thinking at work.
- infer whether an appropriate critical thinking modeling technique is being employed in interactive workplace scenarios.
- choose organizational attributes that encourage critical thinking in the workplace.

ID: PD0251

Job Aids

- [Assumption Recognition and Challenge](#)
- [Creativity Enhancement Exercises](#)
- [Steps for Analyzing an Argument](#)

SkillBriefs

- [Critical Thinking Inputs and Outputs](#)
- [Reasons and Methods for Enhancing Creative Thinking](#)
- [Characteristics of Reliable Criteria](#)
- [The Analytical Aspects of Critical Thinking](#)
- [Identifying Assumptions](#)
- [Deciding Whether an Argument Is Valid](#)
- [Critical Thinking Applications](#)
- [The Role of Critical Thinking in Management](#)
- [Modeling Critical Thinking Behavior](#)
- [Organizational Attributes that Promote Critical Thinking](#)



ii. Adding the Course to your Plan

Simply click [Add to My Plan](#) next to the course you wish to add to your plan.

Add To My Plan

Event: Achieving Organizational Excellence Through Critical Thinking

Goal:

Due Date: None
 Fixed date
 Period after assignment

Reminder: None
 Once
 Daily
 Weekly
 Monthly

Starting before the due date

Complete the information above. This is your personal goals and your set due date. This will aid you in keeping on top of your personal development plan.

Once you a confirmation page displays.

Add To My Plan

The following learning event has been added to your plan.
This is your confirmation.

Learning Event: Achieving Organizational Excellence Through Critical Thinking

Goal:

Due Date: 11/19/2008

Reminder: You will be notified on 11/18/2008.

[Click here to go to the Catalog](#)
[Click here to go to My Plan](#)

To modify the values for this plan entry, return to the My Plan, select this learning event and click Modify My Plan. Do not use the browser's 'back' button.



V. Books 24x7

Click on the Books 24x7 link on the top navigation or left navigation within SkillPort.



1. My Home [My Home](#)

The Home Page is your launching pad for all Books 24x7. Search for books, review Top and/or Recommended titles. Use the Browse Topics section to review titles by Business Topics, Office Topics, Industry, or Publisher. There are thousands of titles for you to choose from within each section.

2. Settings [Settings](#)

The Settings section of Books 24x7 allows you to set your personal settings for how you would like to be notified of new titles and how you would like to display your search results and home page itself.

3. Much, Much More

Within Books 24x7 there are many options to make your experience is an easy one. Click around and set up your own filters, folders and utilize the [? Tips](#) for additional help within Books 24x7.

VI. Help Desk Support

Within SkillPort as well as Books 24x7 there is on-line help to assist you. You will find the links within the application. Should you need any other assistance please email hris@lists.brandeis.edu and a member of the Human Resources Information Systems department will be able to assist you.