AKTU Syllabus : Unit-4

Communication and Leadership Development

Leadership Communication, Communication and Social competence: context, feelings, intentions, behaviors, Providing and Receiving feedback, Difference between Tact and Intelligence,

Emotional Intelligence: Trust through Communication, Thinking Skills: Meaning and Types.

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Technical Communication Unit-4 : Lec-4

❖ Thinking Skills -Meaning and types-

- **What is Thinking Skills-** Thinking Skills are cognitive processes, mental tools that we use for solving problems, for making different decisions, asking questions, making plans, organizing and creating information.
- In short we can say that Thinking skills refer to your ability to understand and address problems based on all available information and facts.
- **Types of thinking -** There are various thinking styles and approaches for learning new skills. Some common types of thinking are-

1. Analytical Thinking:

- Analytical thinking skill is your ability to analyze a given problem, or situation step by step. In this, we do a complete analysis of all possible ways to interpret the situation/problem before you.

2. Divergent Thinking:

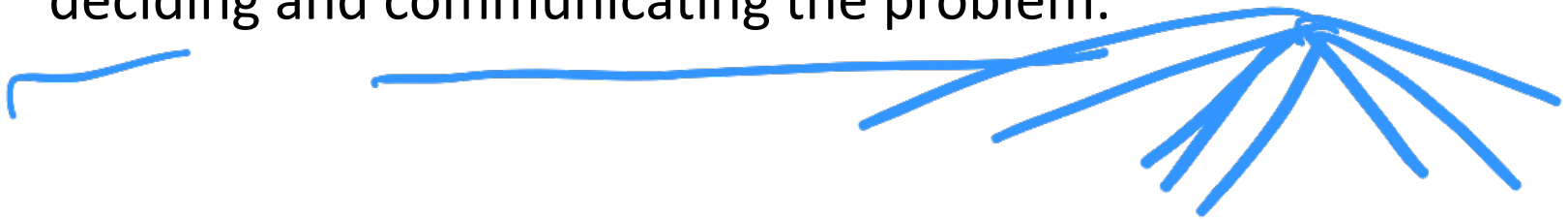
- In short, divergent thinking skill is " Go diverse. Conclude with one that works". Divergent thinking involves exploring all possibilities and viewpoints to find an appropriate solution..

3. Convergent Thinking :

- Convergent thinking is about connecting all the dots. You connect scattered thoughts, data, standpoints, or related information and put together in one big picture. Convergent thinking is a key thinking skill we need in life.

4. Critical Thinking:

- It covers 7 steps like identifying, gathering, analyzing, interpreting, establishing, deciding and communicating the problem.



5. Creative Thinking - Creative thinking involves running imagination in all possible directions, generating new ideas, to think differently, out of the box, to offer solutions or approaches from unique angles. It encourages innovative thinking.

6. Holistic thinking - Holistic thinking is all about seeing the whole system and understanding how different parts influence each other.

7. Strategic thinking - Strategic thinking is all about planning and envisioning the future. It involves setting up of long term goals, developing strategies to achieve them and considering obstacles and opportunities.

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