



Canadian Food Processors Institute

Food Processing Human Resources Council

ONLINE COURSE PROFILE

Title: Workplace Essentials - Thinking Skills

Description: This course addresses thinking skills, which are high on the list of skills which extensive government and industry research has identified as essential to success in work, learning and life. These skills provide the foundation for learning other skills and are the cornerstone of lifelong learning. Lifelong learning and workplace skills training are closely linked to productivity, adaptability and innovation, all vital elements of today's competitive and rapidly changing global business environment.

This course provides guidelines for making decisions, solving problems, thinking critically, resolving staff conflict, improving products and processes, providing quality control, and facilitating change.

Who should attend? This course is applicable to all industry personnel in a food processing plant who want to improve their thinking skills including: owners, supervisors, managers, production personnel, sanitation team, etc.

Duration: 2.0 hours

Learning Objectives: After the completion of the thinking skills course, you will obtain the following skills:

- Making decisions quickly and effectively using the module techniques and strategies
- To use the different stages of the decision making process.
- Solving problems quickly and effectively
- Understanding of possible barriers to problem solving
- Understanding of the importance and benefits of Critical Thinking
- Describe and use the six core skills of critical thinking
- Thinking more clearly and critically
- Resolving staff conflict
- Using a four step conflict resolution process
- Identify activities which contribute to improve company products and processes
- Providing quality control in the organization
- Knowledge of a food processing supervisor's responsibilities.

The goal of this training is to provide knowledge, and strategies which will help clients develop better thinking skills to participate in a team environment in Canada's food processing industry.

Major Topics:

- Decision Making Process
- Problem Solving
- Critical thinking
- Conflict Resolution



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Evaluation Process

FPHRC is committed to providing relevant training in an appropriate and useable form for the food and beverage processing industry. This course has been developed because the subject area is one for which a need for training was identified. The course information and online format was developed with both the subject matter and prospective participants in mind. The FPHRC welcomes evaluations and comments as a method of fulfilling its mandate to provide relevant training for the food and beverage processing industry.

An evaluation form about course material and delivery will be provided. Though this evaluation is optional, each participant is encouraged to complete a course evaluation to help us make improvements.

Knowledge Evaluation

Adult learners must be able to assess their own performance as they practice new behaviours and theories. Knowledge evaluation for participants will be at the end of each course module and a final evaluation at the end of the course. Participants must demonstrate a minimum level of knowledge (70%) for the final course evaluation.