

# Edward de Bono's Effective Thinking Course

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<http://www.edwdebono.com/course/index.htm>

## \* Part 1: Basic Thinking Tools

- ❑ 1. Are you a thinker? This section looks at your self image as a thinker and at thinking skills
- ❑ 2. P.M.I.
  - ▲ Analysis of Plus, Minus and Interesting points.
  - ▲ This is a powerful tool for considering new ideas
- ❑ 3. A.G.O.
  - ▲ The examination of Aims, Goals and Objectives.
  - ▲ A.G.O. is used to clarify thinking , for example, when considering new initiatives
- ❑ 4. CAF
  - ▲ CAF involves a structured process to the Consideration of All Factors.
  - ▲ It is often used when considering situations prior to developing ideas.
  - ▲ CAF helps ensure that no possibilities have been overlooked.
- ❑ 5. O.P.V.
  - ▲ O.P.V. is an extension of CAF that gets you to consider Other People's Views.
  - ▲ Almost any thinking activity involves other people, at least indirectly: choices, decisions, plans, and so forth.
  - ▲ O.P.V. tries to get the thinker inside the heads of those involved.
- ❑ 6. FIP
  - ▲ FIP is a basic tool like the others.
  - ▲ It provides a deliberate instruction to you (or to others) to focus directly on priorities (in general or at a particular moment).
  - ▲ FIP stands for First Important Priorities.
- ❑ 7. A.P.C.
  - ▲ A.P.C. is another of the convenience tools that we can use with ourselves or with others in order to direct our minds to carry out some task.
  - ▲ A.P.C. involves looking for the Alternatives, Possibilities or Choices (whichever is appropriate) in that situation.
- ❑ 8. C.& S.
  - ▲ " C" stands for Consequences,
  - ▲ " S" stands for Sequel.
  - ▲ Doing a " C&S" means focusing upon and spelling out the consequences that might arise from a decision, course of action or change of any sort.

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## \* Part 2: Thinking Situations

- ❑ 1. Plan and action:
  - ▲ Getting things done, making something happen, implementation, carrying something out.
  - ▲ Thinking is involved not only in arriving at a decision but also in carrying it out.
  - ▲ Planning is usually an essential part of getting something done.
- ❑ 2. Decision and evaluation:
  - ▲ Judging the value of an option.
    - ⇒ Is this worth doing?
  - ▲ Making decisions and making choices.
  - ▲ Why decision making can be so difficult.
  - ▲ Decision-making as necessity and opportunity.
- ❑ 3. Problem-solving and design:
  - ▲ Finding solutions to problems, and designing solutions to problems.
  - ▲ In a sense any design task is also a problem-solving task because there is something to be achieved and no obvious way of achieving it
- ❑ 4. Coping and organising:
  - ▲ Coping with confusion and mess.
  - ▲ Creating order out of chaos.
  - ▲ Organising different elements so that the whole works- a common enough real-life situation.
- ❑ 5. Negotiation and conflict:
  - ▲ Two party situations.
  - ▲ Each side trying to get what it wants.
  - ▲ This extends from win/win or mutual benefit negotiation to argument and conflict.
- ❑ 6. Communication and persuasion:
  - ▲ The transfer of information.
  - ▲ The transfer of perceptions.
  - ▲ Getting other people to see what you want them to see.
  - ▲ Clarity of communication.
  - ▲ Opening up perceptions in persuasion.
- ❑ 7. Exploration and discussion:
  - ▲ Making a map of the situation.
  - ▲ Getting as much information as possible.
  - ▲ Investigation, hypothesis and hypothesis testing.
  - ▲ Explanation: what is going on?
  - ▲ Discussion with the purpose of exploring a situation: different information and different views.

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- ❑ 8. Opportunity and initiative:
  - ▲ "Greenfield" thinking.
  - ▲ Much of our thinking is reactive: we are forced to think about something.
  - ▲ In this Section we look at initiatives: we set out to think about something because we want to.
  - ▲ Looking for opportunities.

### \* Part 3: Creativity and Lateral Thinking

- ❑ 1. The need for lateral thinking:
  - ▲ Realising the need to improve the quality of our thinking.
  - ▲ Application of thinking to different areas.
- ❑ 2. Basic level creativity:
  - ▲ The cure for arrogance and the deliberate search for alternatives: concepts and explorations.
  - ▲ The mechanics of new routes.
- ❑ 3. Judgement and movement:
  - ▲ The difference between perception and processing.
  - ▲ Patterning systems, and the concept of idiom, humour, logic and lateral thinking.
- ❑ 4. Escape:
  - ▲ The first technique of lateral thinking.
- ❑ 5. Stepping stone:
  - ▲ The second technique.
- ❑ 6. Random juxtaposition:
  - ▲ The third technique.
- ❑ 7. The treatment of ideas:
  - ▲ Constraints, shaping, using and harvesting.
- ❑ 8. Focus:
  - ▲ How to define the creative thrust.
  - ▲ The creation of idea sensitive areas for the generation of creative thinking.