



Consulting and Training | Reach New Heights

Course Name

Analytical and Quantitative Abilities Masterclass

Sector Name

Interpersonal Skills and Self Development

Document Type

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Analytical and Quantitative Abilities Masterclass

Course Introduction

This training course is designed to enhance the participants' analytical and quantitative skills, enabling them to tackle complex problems and make data-driven decisions with confidence. Throughout this course, they will explore essential concepts, learn practical techniques, and engage in hands-on exercises to develop analytical and quantitative abilities to their fullest potential. By the end of this masterclass, they will possess a robust toolkit to excel in analytical roles and thrive in data-rich environments.

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Target Audience

- ✓ Executive Secretaries
- ✓ Executive Personal Secretaries
- ✓ Personal Secretaries
- ✓ Executive Assistants
- ✓ Personal Assistants
- ✓ Office Managers
- ✓ Administration Managers
- ✓ Management Secretaries
- ✓ Senior Assistants

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Learning Objectives

- ✓ Understand and apply key principles of analytical thinking, enabling them to approach problems systematically, identify patterns, and make logical deductions.
- ✓ Gain proficiency in analyzing and interpreting numerical data, applying mathematical and statistical methods to solve problems, and leveraging quantitative information to make informed decisions.
- ✓ Enhance critical thinking skills to evaluate information objectively, recognize biases and fallacies, and critically assess the validity and reliability of arguments.
- ✓ Learn effective problem-solving strategies, including problem decomposition, root cause analysis, and creative problem-solving techniques, to address complex challenges efficiently and effectively.
- ✓ Learn how to use analytical tools and techniques to gather, clean, analyze, and visualize data, enabling them to extract meaningful insights and support data-driven decision-making.

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Course Outline

✓ **01 Day One**

Foundations of Analytical Thinking and Quantitative Reasoning

- ✓ Introduction to analytical thinking
- ✓ Key components of quantitative reasoning
- ✓ Data types and data representation
- ✓ Basic statistical concepts for data analysis
- ✓ Problem-solving through data-driven approaches

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Course Outline

✓ 02 Day Two

Critical Thinking and Logical Analysis

- ✓ Understanding critical thinking and its applications
- ✓ Identifying and overcoming cognitive biases
- ✓ Logic and argument evaluation
- ✓ Analyzing and interpreting complex information
- ✓ Ethical considerations in critical thinking

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Course Outline

✓ 03 Day Three

Advanced Problem-Solving Techniques and Data Analysis

- ✓ Advanced problem-solving strategies and frameworks
- ✓ Root cause analysis and the 5 Whys
- ✓ Creative problem-solving techniques
- ✓ Introduction to data analysis tools and techniques
- ✓ Data visualization for effective communication

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 8, 2026	June 10, 2026	3 days	3250.00 \$	UAE , Abu Dhabi
Oct. 5, 2026	Oct. 7, 2026	3 days	3250.00 \$	UAE , Dubai
Nov. 29, 2026	Dec. 1, 2026	3 days	3250.00 \$	KSA , Riyadh
April 5, 2027	April 7, 2027	3 days	3950.00 \$	switzerland , Geneva

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