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COURSE BROCHURE

Mental Models and Focused Attention Training Course for Mid-Level Leaders

1 – 5 November 2027
Milan

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Registered in the United Kingdom and Saudi Arabia

Mental Models and Focused Attention Training Course for Mid-Level Leaders

Ref: 2247_83364 **Date:** 1 – 5 November 2027 **Location:** Milan **Fees:** 6200 GBP

Mental Models and Focused Attention is a 1-week training course for mid-level leaders preparing for larger remits, built around a Personal Thinking Playbook that each participant drafts, tests and takes back to their unit. Wider responsibility brings more ambiguous choices, interruptions and audiences, so a leader's thinking habits now shape outcomes well beyond their own desk. Jupiter Prime Training runs this course on mental models and focused attention.

Why Mental Models and Focused Attention Matters Now

Three pressures meet in the role of a leader stepping up. Constant messaging fragments the working day. Larger remits bring decisions with incomplete evidence, where anchoring and overconfidence distort judgement. Senior sponsors, peers and frontline staff each expect a different framing of the same choice. Leaders who think in deliberate patterns make fewer reversals; those who do not see rework and lost credibility. The course draws on dual-process accounts of fast and slow thinking, established catalogues of cognitive bias and widely used decision heuristics such as inversion and second-order thinking.

Who Gains Most from Mental Models and Focused Attention

- Leaders taking on a second unit or a cross-site portfolio with competing priorities
- Function heads who weigh investment, hiring or supplier choices with partial evidence
- Project and change leads who must justify trade-offs to sponsors and staff
- Specialists moving into general leadership who rely on habits formed in technical roles
- Leaders whose calendars are dominated by meetings and reactive requests

A leadership cohort from one division, in logistics or financial services, gains most when several members attend and agree shared decision rituals.

Mental Models and Focused Attention Capabilities

The outcomes turn private thinking habits into visible routines.

- Apply a small set of mental models to frame ambiguous problems — choices with incomplete evidence
- Test a decision for anchoring, confirmation and sunk-cost effects — investment and hiring calls
- Design a weekly attention plan that protects deep-work blocks — the leader and their direct reports
- Build a reflection routine that captures lessons from recent decisions — future judgement quality
- Communicate one decision in three framings for different audiences — sponsors, peers and frontline staff
- Weigh second-order consequences before committing resources — cross-unit priorities

Key Mental Models and Focused Attention Terms

- Mental model — a simplified picture of how something works, used to predict the effect of choices.
- Cognitive bias — a systematic error in judgement, such as anchoring on the first number heard.
- Inversion — reasoning backwards from the outcome to avoid, so that the causes of failure become visible early.
- Second-order thinking — asking what happens after the immediate result, including reactions from people and systems affected.
- Attention residue — lingering focus on a previous task that lowers performance on the next.
- Message framing — presenting the same facts through the gains, risks or values most relevant to a particular audience.

Mental Models and Focused Attention Day by Day

Day 1: How Leaders Think Under Load

- Fast and Slow Thinking Profile — When Instinct Serves and When It Misleads
- Remit Expansion Map — New Decisions That Arrive With Larger Scope
- Personal Bias Inventory — Spotting Habitual Judgement Traps From Recent Choices
- Attention Audit Diary — Where Focus Leaks During a Typical Week
- Thinking Baseline Scorecard — Benchmarking Reflection, Focus and Framing Habits

Day 2: A Working Set of Mental Models

- Inversion and Pre-Mortem — Surfacing Failure Causes Before Committing
- Second-Order Consequence Tree — Tracing Reactions Beyond the First Result
- Circle of Competence Check — Knowing When to Seek Outside Expertise
- Opportunity Cost Lens — Comparing Choices Against the Next Best Use
- Model Selection Cards — Matching Problem Types to the Right Lens

Day 3: Debiasing Decisions

- Anchoring and Adjustment Drill — Resetting Estimates in Budgets and Forecasts
- Confirmation Bias Red Team — Assigning Colleagues to Argue the Opposite
- Sunk-Cost Exit Criteria — Deciding When to Stop a Failing Initiative
- Decision Journal Template — Recording Assumptions, Confidence and Expected Outcomes
- Group Judgement Protocol — Independent Estimates Before Open Discussion

Day 4: Focus, Reflection and Framing

- Deep-Work Block Scheduling — Protecting Thinking Time in a Meeting-Heavy Calendar
- Interruption Triage Rules — Sorting Requests by Urgency and Owner
- Structured Reflection Questions — Turning Weekly Events Into Usable Lessons
- Audience Framing Matrix — Gains, Risks and Values for Each Listener
- Reasoning Transparency Script — Explaining How a Decision Was Reached

Day 5: Practising the Personal Thinking Playbook

- Live Case Decision — Applying Model Selection Cards to a Sector Scenario
- Pre-Mortem Simulation — Applying Inversion to a Peer's Real Proposal
- Three-Audience Pitch — Applying the Framing Matrix Under Time Pressure
- Peer Habit Coaching — Comparing Progress Against the Day One Scorecard
- Personal Thinking Playbook Assembly — Models, Rituals and Focus Plan Finalised

Applying Mental Models and Focused Attention After the Course

- Run a pre-mortem before the next significant commitment and log failure causes in a decision journal.
- Protect two deep-work blocks a week and review the attention audit diary with a peer.

Mental Models and Focused Attention Questions FAQ

What is Mental Models and Focused Attention and why does it matter now?

It is the practice of thinking with deliberate lenses and protecting focus so decisions stay sound under pressure. It matters now because larger remits and constant messaging make unexamined habits costly.

Which roles gain most from Mental Models and Focused Attention?

Mid-level leaders stepping into broader responsibility gain most. That includes function heads weighing investments and former specialists whose technical habits need widening.

How does Mental Models and Focused Attention differ from a decision analysis course?

It works on the leader's own thinking habits rather than quantitative decision tools. A decision analysis course builds scenarios; here participants build routines for bias checks, reflection and framing.

What do you bring back from Mental Models and Focused Attention?

You bring back a personal playbook ready for your next significant decision. It holds your chosen mental models, a bias checklist, a decision journal and a weekly attention plan.

Mental Models and Focused Attention: The Way Forward

The Personal Thinking Playbook first informs the next ambiguous commitment a leader faces, guiding which lens to apply and which bias to check. The leader uses it alone and with their unit, sharing the pre-mortem and journal formats. After its first use, the attention plan deserves another look, since real calendars quickly reveal which protected blocks survived and which need firmer rules.