Decision Making (web-based only)

Learning Objectives

- Learn the importance of making effective decisions.
- Assess your own decision-making approach and tendencies, and discover what to do to capitalize on strengths and minimize weaknesses.
- Explore common decision traps and how to avoid them.
- Learn five Decision CheckPoints for making effective decisions.
- Apply this process to typical everyday decisions as well as more complex decisions.

Description

In today’s fast-paced business environment, organizations need individuals who can make tough decisions in a timely manner. This course helps learners make better and faster decisions that will result in more effective performance. They learn how to gain the commitment of those whose support is needed to carry out decisions.

Resources (for learners)

Decision Making Survey
CheckPoint 2—Gathering Information Worksheet
CheckPoint 1—Defining Desired Outcomes, Criteria, and Decision Worksheet
CheckPoint 3—Brainstorming Guidelines
CheckPoint 2—Interpreting Information Checklist
CheckPoint 4—Assessing Risk
CheckPoint 5—Communicating with Others
Decision Postmortem
Trapbashers
Action Planner
Action Planner Sample
Decision Collision Video Script

Agenda