

A replicable, visible process for making decisions



Making Decisions Workshop Description

Overview

Making Decisions can be highly frustrating, risky, confusing and time consuming. Normally, this is because we want to make the right decision. In reality, it is the right choice among several alternatives: which car to buy, which apartment to rent, which vendor to select-lots of choices.

In this workshop participants learn to use the different types of decision-making and when each is applicable. Class activities enable participants to experience the processes underlying each decision making tool and how they work.

Objectives

Upon completion of this workshop participants will be able to:

- Use a matrix to track progress in decision making.
- Set clear direction and objectives for a decision.
- Assign relative value to each objective.
- Compare each alternative against each objective.
- Assess the risks associated with each alternative as well as how to manage each.
- Explain and gain support for the recommended alternative.

Learning Methods and Delivery

Making Decisions uses the latest in adult learning methodology including large and small group discussion, small group practice, on-the-job examples and individual application.

Making Decisions can be delivered by our facilitators or certified client facilitators.

Target Audience

Anyone asked to participate in the decision-making process

Learning Time

3 to 3 ½ hours

Class Size

Typical class size 12 to 20



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