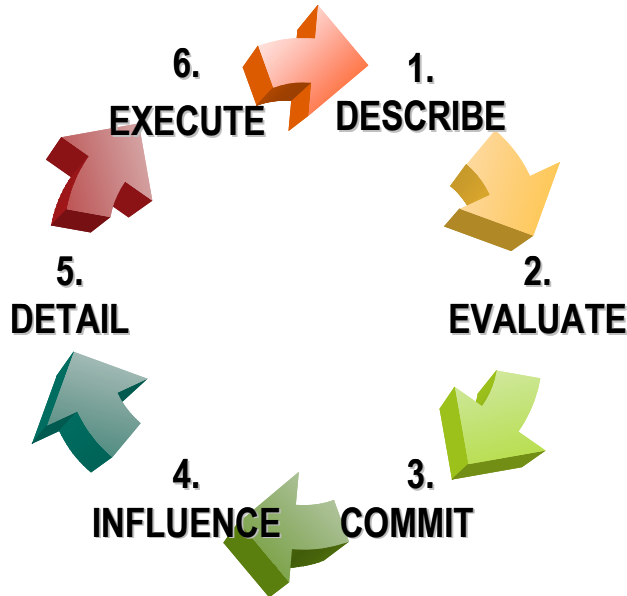


Effective Decision-Making



Being effective in business today means thinking in new, creative ways. With change happening so rapidly, past experience may often be unreliable or inadequate to meet the demands of new situations. The ability to solve problems creatively and make decisions effectively in this changing environment will be of increasing value.

Effective Decision-Making depends on a thoughtful and carefully planned approach. Participants learn a logical step-by-step process and apply it directly to a pending 'real life' decision. Participants also learn to assess risks, prepare action plans, and evaluate the results of their decisions.

This program will be of interest to individual decision-makers at all organizational levels.

Outline

What is a Decision?

- Discuss aspects of decision-making
- Understand the impact of perception on judgment
- Identify the steps in the decision-making process
- Recognize character traits of successful decision-makers
- Avoid pitfalls of faulty decision-making

1. Describe the situation

- Identify a problem and its context
- Categorize the decision

2. Evaluate alternatives

- Generate alternatives
- Eliminate alternatives

3. Commit

- Determine who should have responsibility for both implementation and results
- Prepare an implementation plan

4. Influences others

- Understand when to consult with others before making a decision
- Prepare a consultation plan
- Learn to sell the decision to others
- Prepare a communication plan

5. Detail Risks and Plans

- Develop strategies for dealing with adverse consequences
- Identify techniques for dealing with risk once a commitment is made

6. Execute the Decision and Check-up

- Understand the elements for successfully monitoring performance
- Understand ways to review and analyze outcomes

Schedule your workshop today!

Call **902-405-3411** or email
mail@daleyprogress.com.