

Using a case study approach, this course offers straightforward, easy-to-follow process designed to improve the way you make business decisions or any decision that can help you reach your goal. Our decisions and choices shape our professional and personal lives. Sadly, decision-making is seldom taught as a skill in its own right. This course will present a clear process and user-friendly techniques for making smart choices.

Audience: Leadership and Management Professionals

Prerequisites: None.

Number of Days: 1 day

1. **Assessing your decision making style**
 - Choosing how to make decisions
 - Making business decisions
2. **Framing the decision**
 - Identifying what you want to accomplish
 - Establishing objectives
3. **Gathering information**
 - Better information means better decisions
 - Intuition in the decision making process
4. **Analyzing the information**
 - Analyzing the consequences
 - Determining tradeoffs
 - Determining risk tolerance
5. **Why bad decisions happen**
 - Avoiding common mistakes
 - Avoiding mind snares
 - The relationship between stress and decision making
 - Learning not to lean on experts
6. **Making the decision**
 - Deciding how to decide: The metadecision
 - Avoiding bad decision making styles
 - Communicating your decision
 - Communicating with intent
7. **Auditing the results of decision making**
 - Reviewing the decision