Decision Making

Introduction

Decision-making can be regarded as the process resulting in the selection of a belief and/or a course of action among several alternative possibilities. We are faced with the prospect of making decisions all the time and in every area of activity. The ability to enhance the quality of decision making by even a small margin will result in a massive difference in the quality of your life. We make decisions every day; everything we say and do is the result of a decision, whether we make it consciously or not. For every choice, big or small, there's no easy formula for making the right decision. The best you can do is to approach it from as many perspectives as possible and then choose a course of action that seems reasonable and balanced at that time.

What is the workshop about ?

Indecision can have a really negative impact on how you're feeling, so good decision making skills are really useful when you're faced with a tough choice. In this 1 day workshop we will show you how decision making is done and give you some tools and techniques to enhance the quality of your decision making so that you can take the quality of your life, success and relationships to a whole new level.

What will you learn at the workshop

* Decision making models
* Choosing between options
* Deciding whether to go ahead
* Financial Decisions
* The impact of ethics and values
* Group Decision making

Content

* The Vroom-Yetton-Jago Decision Model
* The Kepner-Tregoe Matrix
* Grid Analysis
* Pareto Analysis
* The Futures Wheel
* Risk Analysis and Risk Management
* "What If" Analysis
* Impact Analysis
* Cost-Benefit Analysis
* Break-Even Analysis
* Avoiding Psychological Bias in Decision Making
* The Ladder of Inference
* Six Thinking Hats
* Spiral Dynamics
* The Delphi Method

Outcomes

* Be able to take sensible and wise decisions
* Improve the art of consultation and participation
* Identify what is really important to you and your outcome
* Develop trust and respect for other peoples opinions and views
* Be able to avoid emotional impact on decision making
* The ability to think long term
* Understand why procrastination happens and how to avoid it
* Improve your ability to take risks and make mistakes
* Overcome the fear of failure
* Get rid of anxiety and worry

Who should attend this workshop ?

* All professionals (Employees, Supervisors and Managers)
* Entrepreneurs
* University Students
* Public Service Workers