Decision Making

Duration: 60 mins  Level: Entry  Pass mark: 80%

Course Description:

Decision Making is a course designed to familiarize participants with techniques for making informed decisions and implementing them successfully on the job. After completing this course, participants should be able to describe common examples of poor decision making, describe some general types of decisions, describe several questions that should be asked before a decision-making process begins, explain how to define the desired outcome for a decision, and describe how to gather information to make an informed decision. Participants should also be able to describe how to build consensus during the decision-making process, explain how to use an impact/effort grid and weighted voting in the decision-making process, and describe the steps for successfully converting a decision into action.

Learning Objectives:

• Describe common examples of poor decision making
• Describe some general types of decisions
• Describe several questions that should be asked before a decision-making process begins
• Explain how to define the desired outcome for a decision, and describe how to gather information to make an informed decision
• Describe how to build consensus during the decision-making process
• Explain how to use an impact/effort grid and weighted voting in the decision-making process
• Describe the steps for successfully converting a decision into action