



# A MIX OF

# TECHNOLOGY AND TRADITION

## #105 – Make Great Decisions

*Why Should I Attend This Workshop?* A fundamental competency for individuals in any capacity is the ability to make sound, meaningful decisions based on limited information and data. Despite this importance, we tend to take our decision-making ability, and the decision-making process, for granted. During this intense, highly experiential workshop, participants will learn 3 cutting-edge learning models (LMs), 21 applicable skills, 7 job aids, and over 30 techniques. With assessments, exercises, case studies, and mastery application activities, participants will learn how to make effective decisions based on limited information.

*Who would benefit from this workshop?* Executives, managers, supervisors, HR generalists, trainers, project leaders, purchasing staff, or anyone who must practice effective decision-making techniques.

<i>What is the framework?</i>	<i>After the workshop, what will I be able to do?</i>
1. Why are we here?	<ul style="list-style-type: none"> <li>Explain the importance of this workshop in meeting your personal and professional goals</li> </ul>
2. Level 2 Pre (Option)	<ul style="list-style-type: none"> <li>Explain the importance and impact of a level 2 assessment</li> </ul>
3. What are my behaviors?	<ul style="list-style-type: none"> <li>Evaluate your current level of ability and comfort with this competency</li> </ul>
4. LM 1: What is decision-making?	<ul style="list-style-type: none"> <li>Compare and contrast decision-making and problem solving</li> <li>List the 12 key elements of decision-making</li> <li>Explain the six (6) decision event types</li> <li>Compare and contrast rational versus intuitive decision-making</li> <li>Compare and contrast the six (6) actions of decision-making</li> </ul>
5. LM 2: How does the decision-maker affect decision-making?	<ul style="list-style-type: none"> <li>List the 11 characteristics of a good decision – maker</li> <li>Explain the four (4) typical decisions making styles</li> <li>Modify your style based on the needs of the situation</li> <li>Define fight-flight response as it relates to decision-making</li> <li>Create a short action plan to overcome your barriers</li> </ul>
6. LM 3: What is an ethical framework?	<ul style="list-style-type: none"> <li>Compare and contrast the terms morals, core beliefs, and integrity</li> <li>List the four (4) categories of unethical behavior</li> <li>Explain the six (6) guidelines for making ethical decisions</li> </ul>
7. How do I . . . Make Effective Decisions?	<ul style="list-style-type: none"> <li>Follow the four (4) actions to <i>Develop a Decision-Making Attitude (EA 1)</i></li> <li>Use the four (4) techniques to <i>Evaluate the Decision Opportunity (EA 2)</i></li> <li>Apply the six (6) actions to <i>Envision Your Desired Outcomes (EA 3)</i></li> <li>Follow the four (4) actions to <i>Document the Decision Criteria (EA 4)</i></li> <li>Apply the five (5) steps to <i>Generate Viable Decision Choices (EA 5)</i></li> <li>Use the four (4) actions to <i>Filter the Decision Choices to Make the Decision (EA 7)</i></li> <li>Follow the four (4) actions to <i>Support the Decision (EA 7)</i></li> </ul>
8. Ex: Remember This?	<ul style="list-style-type: none"> <li>Recall the major concepts and terms presented during this workshop</li> </ul>
9. Ex: Mastery Application Two	<ul style="list-style-type: none"> <li>Make effective decisions with limited information</li> </ul>
10. Ex: What is Next? – Choose Your Adventure	<ul style="list-style-type: none"> <li>Identify opportunities to continue your personal competency development over the next 30, 60, and 90 days</li> </ul>
11. Level 2 Post (Option)	<ul style="list-style-type: none"> <li>Identify significant changes in knowledge and skills from the workshop</li> </ul>