

## Effective Decision Making

*Duration: 1 day*

### Course Overview

Welcome to the "Effective Decision Making" training program! This immersive one-day workshop is designed to enhance participants' decision-making skills by equipping them with practical tools and strategies to make informed and effective choices. Effective decision-making is a crucial skill that impacts every aspect of our personal and professional lives.

In this training, you will explore the decision-making process, identify common decision biases, and learn to analyse situations objectively. Through interactive exercises and case studies, you will gain insights into problem-solving techniques and effective risk assessment.

By the end of this program, you will be empowered to make confident and well-informed decisions, leading to improved outcomes and increased success in your endeavours.

Whether you are a leader, manager, professional, or an individual seeking to sharpen your decision-making skills, this program will provide you with the knowledge and techniques to excel in complex decision-making scenarios.

Join us for an engaging and transformative learning experience that will enable you to become a more effective decision-maker in both your personal and professional life.

### Who should attend?

This program is suitable for professionals, managers, leaders, and individuals from all backgrounds who want to improve their decision-making skills. Whether you are a business executive making strategic choices, a manager facing day-to-day decisions, or an individual seeking personal growth, this training will benefit you if you aim to become a more effective decision-maker in various situations.

### Context

In this workshop, you will explore the decision-making process and analyse situations objectively. Through interactive exercises and case studies, you will gain insights into problem-solving techniques and effective risk assessment.

### How certification is earned

Upon successful completion of this course, you will be awarded a certificate of attendance from Expleo Academy.

### Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course.

### Related courses

Attendees may also be subsequently interested in

- Creative Problem Solving & Decision Making

### Course Objectives

On completion of this training, attendees will be able to:

- Understand the Decision-Making Process:
  - Define the decision-making process and its stages.
  - Recognise the factors that influence decision-making.
- Identify and Address Decision Biases:
  - Identify common decision biases that can hinder effective decision-making.
  - Apply strategies to mitigate biases and make objective choices.
- Analyse Situations and Gather Information:
  - Develop techniques to analyse situations and gather relevant information for decision-making.
  - Use critical thinking skills to assess options and potential outcomes.
- Apply Problem-Solving Techniques:
  - Explore problem-solving methodologies to address complex challenges.
  - Implement creative problem-solving approaches to foster innovation.
- Assess Risks and Benefits:
  - Learn to assess risks and benefits associated with different choices.
  - Develop risk management strategies to make informed decisions.
- Make Confident and Timely Decisions:
  - Improve decision-making confidence and decisiveness.
  - Apply time management techniques to make timely choices.

## Course Outline

### Introduction to Effective Business Writing Skills

- Understanding the principles and importance of effective business writing
- Identifying common business writing pitfalls and techniques to avoid them

### Introduction to Effective Decision Making

- Defining the significance of effective decision-making in personal and professional contexts
- Recognising the impact of decisions on outcomes and success

### Understanding the Decision-Making Process

- Defining the stages of the decision-making process
- Identifying factors influencing decision-making, including cognitive biases

### Identifying and Addressing Decision Biases

- Recognising common decision biases and their implications
- Applying strategies to overcome biases and make objective choices

### Analysing Situations and Gathering Information

- Developing techniques to analyse situations and gather relevant information for decision-making
- Utilising critical thinking skills to assess options and potential outcomes

### Applying Problem-Solving Techniques

- Exploring problem-solving methodologies to address complex challenges
- Implementing creative problem-solving approaches to foster innovation

### Assessing Risks and Benefits

- Learning to assess risks and benefits associated with different choices
- Developing risk management strategies to make informed decisions

### Making Confident and Timely Decisions

- Improving decision-making confidence and decisiveness
- Applying time management techniques to make timely choices

### Training Methodology

This training program adopts an interactive and experiential approach. Participants will engage in group discussions, case studies, role-plays, and decision-making simulations to practice and apply decision-making principles.

Facilitators with expertise in decision science and problem-solving will provide guidance and facilitate discussions to support participants in enhancing their decision-making skills. The training will foster a collaborative and constructive learning environment, enabling participants to learn from real-life scenarios and peer experiences.

## Contact

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