

Leadership & Management Development



2.8 Effective Decision Making

The programmes within this Personal Development pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening for individuals and teams within your organisation. What begins as a request for confidence, resilience or mindset support often reveals something deeper – identity, self-belief, emotional commitment or the ability to navigate change.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people see themselves, how they show up at work and what inner shifts are required to unlock stronger performance and fulfilment. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Communication, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Effective decision-making strengthens performance, supports progress and reduces delays caused by uncertainty or over-analysis. This practical one-day programme equips participants with structured techniques to evaluate information, reduce bias and make confident choices.

Through interactive activities and realistic workplace scenarios, participants will learn to assess risks and impacts, think more clearly under pressure and make decisions that deliver better outcomes.

Who Should Attend

Suitable for professionals across all sectors who want to:

- Improve clarity and confidence when making decisions
- Avoid indecision, bias or poor prioritisation
- Strengthen judgement and accountability
- Deliver faster, more consistent outcomes in their role

Context

Leaders make decisions every day that influence people, performance and progress. When decisions are delayed or unclear, momentum slows and confidence drops. Strong decision-making depends on structure, discipline and the ability to balance facts with judgement.

At Expleo we help individuals build confidence in how they assess information, evaluate risks and choose a clear path forward. This programme strengthens decision-making capability so that leaders can act with purpose and maintain accountability for results.

How Certification is Earned

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

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Course Objectives

By the end of the programme participants will be able to:

- Understand the stages of decision-making and what influences them
- Recognise and reduce the impact of cognitive bias
- Apply structured methods to evaluate options objectively
- Balance risks and benefits to select the best way forward
- Improve decisiveness and handle pressure with clarity
- Commit to decisions and follow through effectively

Course Outline

1. Foundations of Effective Decision Making

- Why decisions matter - and what gets in the way
- Professional responsibility for timely decisions

2. Structured Decision Process

- Clarifying the issue and desired outcomes
- Gathering and prioritising relevant information

3. Bias-Free Decision Techniques

- Identifying common cognitive biases
- Strategies to test assumptions and reinforce objectivity

4. Evaluating Options

- Critical thinking tools for assessing consequences
- Practical decision frameworks for workplace application

5. Risk and Benefit Analysis

- Assessing potential impacts
- Techniques to manage uncertainty

6. Decisiveness and Accountability

- Improving confidence in making the call
- Communicating and committing to chosen actions

Training Methodology

A highly practical and interactive approach including:

- Decision scenarios based on real workplace challenges
- Group exercises, simulations and peer discussion
- Facilitator coaching to strengthen clarity and confidence
- Tools and decision prompts for immediate use

Participants will leave with practical methods to make smarter, faster and more effective decisions in everyday situations.

Contact

Patricia McGuire

Director Expleo Academy

Expleo Technology Ireland Ltd

M. +353 (0)87 235 5902

W. expleoacademy.com

pat.mcguire@expleogroup.com

academy-uki@expleogroup.com