



# FRAMING DECISIONS & MAKING QUALITY DECISIONS

"The risk of a wrong decision is preferable to the terror of indecision." - Maimonides

Good Decision-Making at Work is an essential skill for success. This course will help participants exercise their decision-making skills and develop a more effective process. Participants will learn the importance of taking into account all relevant factors, how to evaluate risks and rewards, ways to identify potential pitfalls and how to weigh options to make sound decisions. In addition, discussants will explore how organizational objectives, communication channels and corporate culture impact decision-making. Upon completion, participants will be better equipped to think critically and make sound decisions at work.

## Key Course Content:

- Alternate thinking styles to see the bigger picture.
- Alternate between myopic and broad vision - situational thinking.
- Remain objective.
- Filter substandard information.
- Use fishbone diagram as a problem solving tool.
- Use concept maps to structure information.
- Use alternative thinking tools to reach different conclusions.
- Link critical decision making skills to quality leadership skills.
- Influence workplace stakeholder's techniques.
- Be more politically aware of decision making structures.
- Reach agreement when deciding by committees and teams.



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.