

DECISION-MAKING

Navigate the path to effective decision-making

◆ ABOUT THE COURSE

We all make decisions at work varying from small tactical choices to larger, more intricate decisions with far-reaching implications. Yet, making informed decisions in today's fast-paced work environment can be demanding, particularly when many of us lack formal guidance on effective decision-making frameworks and methodologies.

This course offers practical tools, decision-making frameworks and strategies to enhance decision-making in all facets of work.

◆ SESSION AGENDA

- 01 Making Decisions**
Understand how instinctive and rational thinking both shape the decisions we make.
- 02 Choosing the Right Approach**
Recognise the difference between simple and complex decisions and match your approach accordingly.
- 03 Making Simple Decisions**
Use practical frameworks to make faster, clearer everyday decisions.
- 04 Making Complex Decisions**
Use structured techniques to evaluate options and reach balanced decisions with confidence.
- 05 Avoiding Decision Fatigue**
Protect your judgement by managing stress, reducing unnecessary decisions and creating space for important thinking.

◆ INTERACTIVE EXERCISES

Decision Mapping

Reflect on the decisions you make at work, identify whether they are simple or complex, and consider when you rely on instinct versus deliberate thinking.

Simple Decision Tools

Apply practical techniques such as decision trees, STOP rules and decision reduction to a real workplace decision.

Complex Decision Analysis

Use a decision matrix and SWOT analysis to work through a current or upcoming complex decision and compare the value of each approach.

Decision Fatigue Action Plan

Identify your personal signs of decision fatigue and commit to one action that will improve your future decision-making.

◆ LEARNING OUTCOMES

- ◆ Learn how to make informed, timely decisions with greater confidence.
- ◆ Develop critical thinking skills to analyse options and evaluate outcomes effectively.
- ◆ Master the ability to apply strategies for collaborative decision-making in team settings.

FACILITATED SESSION

This is a facilitated, discussion-led workshop rather than a lecture. Your coach guides the group through practical exercises, encourages open discussion, and creates an engaging environment where participants can share experiences, challenge their thinking and learn from one another.