

## High-Impact Decision Making

**Length:** 1 Day

**Summary:** One skill that differentiates great leaders from the rest of us is decision making. Decision making especially is important in situations where the stakes are high. Decisions are made every day and when it comes to high-impact decisions, you cannot afford to make errors in judgment. Knowing how to make the right choices in such situations can strongly influence your ability to get ahead in both your career and in life.

### COURSE CONTENT

#### WHAT IS HIGH-IMPACT DECISION MAKING?

- What are the characteristics of a good and bad decision maker?
- How much analysis do you need to do?
- What is involved in the decision-making process?

#### HOW TO CHOOSE ACTIONS

- How to choose between a set of options where each has its own advantages and disadvantages

#### HOW TO ANALYZE THE IMPACT OF YOUR ACTIONS

- How to compare the benefits versus the costs of taking different options
- How to analyze your decisions where one leads to another
- How to visualize your decision making process
- What tools can you use to increase your creativity when making decisions so you can come up with more options?

#### HOW TO DECIDE IN GROUPS

- What are the implications of deciding in groups?
- What can you do to increase the efficiency of your meetings?
- How to prevent dominant people from taking over the meeting or the decision making process
- What tools can you use to streamline the process of group decision making?
- How to avoid groupthink, where participants are so eager to reach a decision without causing conflicts that they end up choosing a wrong solution

#### WHAT ARE THE PRINCIPLES OF HIGH-IMPACT DECISION MAKING?

- Do you always have to make sure you get a better bargain than others do?
- What are the implications of complexity when making decisions?
- What is the best way to plan your course of action?