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## High Impact Decision Making

You make decisions of varying importance every day. In some cases, you can plan your decision with care. In others, you may find yourself making a decision quickly and on short notice without much time to systematically go through proper actions and thinking steps. The difficult part with any decision is choosing the solution where the positive outcomes outweigh possible losses. This program will help participants make decisions with impact.

### Program Content:

#### Introduction

- Objectives
- Self-Assessment

#### The Decision Making Environment

- The Changing Environment
- Ethics and Decision Making
- Trust: The Most Important Ethical Value

#### The Decision Making Process

- Understanding the Importance of What You Are Deciding
- The Decision Making Process

#### Step 1: Define the Desired Outcome

- Accurately Identify the Cause
- Visualize the Desired Outcome

#### Step 2: Establish Decision Criteria

- Deciding Whom to Involve in the Decision Process

#### Step 3: Consider Solutions, Evaluate, and Determine Your Top Choices

- Considering Solutions
- Brainstorming
- Evaluating Information and Determining Your Top Choices

#### Step 4: Opt for the Best Choice

- Risk Taking
- SWOT Analysis

#### Step 5: Communicate Your Decision with Conviction

- Communicating and Managing Decisions
- Confidence in Decision Making
- Monitoring Your Solutions

#### Decision Making Worksheet

#### Techniques to Evaluate Information