

Powerful Decision Making



Objectives

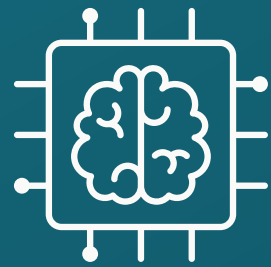
- ▶ Learn the qualities of great decision-makers
- ▶ Discuss the steps to better decisions
- ▶ Discover the mindset behind smart, fast decisions

Decision Making Skills are Essential

The ability to navigate **complex challenges** and **develop a plan** can not only lead to more effective team management, but also drive key organizational change initiatives and objectives.

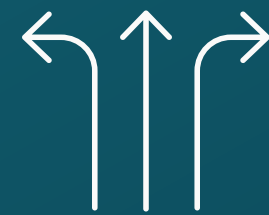


Three Qualities of Great Decision-Makers



Emotional Intelligence

Emotional self-control and self-awareness.



Managing Uncertainty and Choices

Accept uncertainty and limit choices.



Trusting Intuition

The more you know, the more reliable your intuition will be.

The Steps to Better Decisions

These are eight steps in the decision-making process you can employ to become a better manager and have greater influence in your organization.

- 1** Frame the Decision
- 2** Structure your Team
- 3** Consider the Timeframe
- 4** Establish your Approach
- 5** Encourage Discussion and Debate
- 6** Navigate Group Dynamics
- 7** Ensure the Pieces are in Place for Implementation
- 8** Achieve Closure and Alignment

Frame the Decision

Define the issue and what needs to be solved.

Identify *why* the decision needs to be made and the specific goal of the decision.





Structure your Team

It may be necessary to consult with others who will be impacted or experts who can contribute valuable insight.

Assemble the right people to navigate the process.



Consider the Timeframe

Take the decision's urgency into account. Don't procrastinate.

Ask yourself how much time you're going to provide yourself and the group to invest in both problem diagnosis and decisions.



Establish your Approach

Set ground rules for the ways in which decisions will be made.

Ensure everyone understands how they contribute and agrees on how a solution will be reached.

Source: Harvard Business School

Encourage Discussion and Debate

Encourage contrarian points of view and inventive problem solving.

Weigh all the potential outcomes and then narrow them down to the two or three that are most likely. Choose the one that can most effectively and successfully implement.

Avoid drowning in the details.



Source: Harvard Business School

Navigate Group Dynamics

Ensure the size of the group is appropriate for the problem and allows for an efficient workflow.

Trust yourself and your ability, but don't rely solely on gut feeling or emotion.



Ensure the Pieces are in Place for Implementation

Revisit the goals established and confirm the decision accomplishes them.

Confirm alternative suggestions were considered and sound methods for exploring consequences were implemented.





Achieve Closure and Alignment

Arrive at a solution that sufficiently aligns members of your group and garners enough support to implement it.

Clear communication ensures the team understands and commits to the plan.

Change your Mindset

Make smarter decisions faster.



Limit your
Options

Embrace the
Unknown

Listen to
the Gut Feeling

Think of your
Time as Money

Know that
Decisiveness
Grows with Each
Decision

Remember
that
Indecision is
Not an Option



You cannot make progress
without making decisions.

Jim Rohn

quote fancy

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