

## Focused Decision Making Skills

### ...practical tools & techniques for making complex decisions & recommendations

#### Workshop Overview:

**Focused Decision Making (FDM)** is a highly practical one-day workshop that helps project leaders, technical contributors, supervisors/managers and customer-contact people make complex decisions and “sell” their recommendations to others. This program provides a logical, step-by-step critical thinking approach that will enable participants to return to work with usable decision making skills that can be applied immediately to their job or team situations.

**FDM** uses straightforward and practical decision-making tools. Participants are guided in using both paper-based and verbal decision making skills and are encouraged to explore a variety of decision techniques that best fit their personal style and job situation.

#### Workshop Objectives:

This workshop will help participants to...

- identify and describe decision situations accurately
- use consensus-generating techniques to keep stakeholders involved
- generate creative decision criteria to guide the decision making process
- anticipate and avoid potential problems when implementing decisions
- conduct collaborative decision making meetings more effectively
- make more persuasive, fact-based presentations to motivate others into action

#### Workshop Process:

This workshop uses highly interactive and hands-on learning methods. Participants are actively involved making both individual and team-based decisions right from the start. In fact, over 70% of the workshop time is dedicated to resolving case study and team situations both individually and in small groups.

#### Who Should Attend:

**FDM** is designed for the action-oriented individual who is immediately responsible for making operational, team and individual decisions or recommendations. This includes:

- both new and experienced team leaders, supervisors and managers
- project leaders and/or technical contributors
- internal or external consultants
- intact teams that must develop a common decision making approach

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