

Soft-Train



*At Soft-Train
Technology Works*

High-Impact Decision Making (2 Days)

COURSE GOAL: Learn to make the right decision every time, no matter how high the stakes. Be able to align outcomes to create buy-in and make decisions that are smart, timely and effective.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Be more decisive, eliminating uncertainty when making risky decisions
- Learn a structured process for optimum timing and effectiveness
- Commit to your decisions and create buy-in
- Effectively analyze, articulate and draws conclusions with greater clarity

KEY TOPICS:

I. The Key to Mastering Decisions

- A. Clarity in Decision Making – Definitions
- B. Characteristics of a Clear Decision
- C. The Value of Decision Clarity
- D. Right Decision and Decision Quality

II. The Clarity State – Mental Focus Redefined

- A. Definition
- B. Death Habits to Achieving Clarity
- C. Breaking Death Habits

III. Five Hurdles to Clarity

- A. Lack of Clear Objective
- B. Lack of Clear Constraints
- C. Difficulty in Dealing with Emotions
- D. Lack of Clear Perspective
- E. Difficulty in Selecting Among Options

IV. How Do You Make Decisions?

- A. Reach and Maintain the Clarity State
- B. Define the Decision
- C. Deal with Emotions
- D. Achieving Clarity of Perspective
- E. Align with Outcomes

V. You Too Can Reach Clarity at Will

- A. Measuring the Attainment of the Clarity State
- B. Learning Your Clarity State
- C. Using Clarity State for Decision Making

VI. No Aim, No Game

- A. Why Bother Defining Decisions?
- B. Effective Decision Definitions
- C. Clarity of Objective

VII. Escaping Handcuffs

- A. What is a Constraint
- B. Traps to Avoid
- C. Process for Clarifying Decision Constraints

VIII. Balancing Mind and Body

- A. Learn from your Emotions
- B. The Process of Dealing with Emotions

IX. Pick a Fight

- A. Constructive Use of Disagreements
- B. Disagreements with Emotion
- C. Process of Dealing with Disagreements

X. Everything is Relative

- A. Are You Framed?
- B. Value of a Clear Perspective
- C. Achieving a Clear Perspective

XI. Becoming a Frame Artist

- A. Constraints Relaxation
- B. Assumption of Stretching

- C. Identifying the Crux of the Issue
- D. Expanding Your View
- E. Shifting a Loss Problem Statement into a Gain
- F. Looking at Your Decision

XII. Bull's-eye

- A. Educating Intuition
- B. Arriving at a Clear Choice
- C. Process for Clarifying Your Choice

XIII. Viola – How To Put It All Together