



## Systematic Decision Making & the Decision Making Story

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OBJECTIVES	<ol style="list-style-type: none"><li>1. Provide a method for systematic analysis and decision making.</li><li>2. Provide a format for documenting the process to enable communication of the decision making process</li></ol>
COURSE SUMMARY	<ul style="list-style-type: none"><li>• Developing the Reason for Decision</li><li>• Developing the Decision Statement</li><li>• Identifying the Decision Objectives</li><li>• Prioritizing the objectives</li><li>• Identifying the Decision Alternatives</li><li>• Evaluating the alternatives against the objectives</li><li>• Risk analysis</li><li>• Determining the Best Balanced Choice</li><li>• Communicating the decision</li><li>• Implementation planning</li></ul>
KEY TOPICS	<ol style="list-style-type: none"><li>1. Matrix analysis</li><li>2. Prioritization methods</li><li>3. Evaluating risk</li><li>4. Communication and Implementation planning</li></ol>
TARGET GROUP	Managers, Supervisors and employees who may be involved in making or recommending significant decisions.
CLASS SIZE	10-20
RECOMMENDED DURATION	1 day
PREREQUISITE	None
INSTRUCTIONAL FORMAT	<p>Discussion and group exercises to practice the skills taught.</p> <p>The facilitator utilizes a case study to lead the class through one complete evaluation cycle.</p>
COMPANION COURSES	Benchmarking, Systematic Problem Solving, and Rapid Process Improvement