



On-line Learning

Decision-Making—is a workshop that enables participants to implement a four-step process to rapidly and accurately resolve a wide-range of workplace issues by efficiently organizing and analyzing information and taking appropriate action.

Upon completion of this workshop, participants will be able to:

- Increase personal and professional results through effective decision-making strategies.
- Learn how to tap into the decision-making strengths of others.
- Apply the basic steps of decision-making.
- Use a fundamental problem-solving tool in reaching decisions.
- Define and evaluate decisions in order to implement effective decision-making strategies.

Note: *Decision-Making* may be taken with the on-line workshop *Effective Skills of Decision-Making* to create a blended learning workshop experience (consisting of both on-line and classroom workshops). This workshop design is highly interactive, fast paced, relevant for state agencies and is experiential in nature. The online workshop serves as the content foundation and the classroom workshop applies it to the workplace.