



## Team Decision-making

Although we each make hundreds of decisions every day, the task of making decisions as a team challenges most people. This eight-hour course, *Team Decision-making*, introduces an eight-step process for making team decisions and reviews the consensus decision-making process. Each of the eight steps is discussed and tools to aid in decision-making are introduced. Participants practice making consensus decisions. As a result of this course, participants will have the tools to make high quality decisions.

### Program Objectives:

- Understand and explain the stages and steps of decision-making
- Use the eight-step decision-making process to make best-value decisions
- Use a consensus decision-making process
- Determine when and how to use specific decision-making tools
- Use a decision checklist

### Course Overview:

This course uses a highly interactive teaching style, combining discussions of relevant theory and principles with experiential activities to create a rich and engaging learning environment.

### Content:

- **Eight Steps to a Best-Value Decision:** decision-making process model
- **Tasks Before Making a Decision:** recognize need, identify stakeholders, identify the most appropriate decision-making method, establish the decision boundaries
- **Tasks While Making a Decision:** gather information, identify options, select best option
- **Tasks While Implementing the Decision:** implementation steps and follow-up
- **Consensus Decision-making:** define consensus process steps and discuss advantages and disadvantages to this method of decision-making
- **Decision-making tools:** RASI, Decision Checklist, Concept Selection Matrix, Linear Responsibility Chart