



# Why We Struggle WITH TOUGH DECISIONS

In the workplace, some people get stuck overanalyzing all of their choices—they want a spreadsheet packed with data before proceeding with any decision. Others swear by their intuition and have no data to back up how they arrived at a particular course of action.

So how can you make a high-impact decision that is effective, practical, and successful? By having a clear objective, gathering and evaluating information in a structured way, avoiding common decision traps, and by using your intuition to confirm or question your decision. This 1-day program will enhance your confidence and skill at making—and implementing—tough decisions, allowing you to increase your value to your organization and actively contribute to its success.

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**Successful completion of this course will increase your ability to:**

- Understand the role that emotions play in decision making.
- Describe how to make a decision effectively, recognizing key steps to take before, during, and after the decision making process.
- Identify your values in order to guide your actions, behaviors, and decisions.
- Put into practice various methods for collecting and evaluating information.
- Recognize—and avoid—the most common traps that complicate tough decisions.
- Develop strategies to overcome your concerns about making and implementing tough decisions.

8:30 AM – 4:30 PM  
Investment: \$125.00

Competencies: *Decisiveness & Problem Solving*



Presenter:  
**Loretta Summers**

Loretta M. Summers, SPHR is President of The Summers Advisory Group, a firm specializing in Human Resources Training and Consulting. She holds a Sr. Professional in Human Resources (SPHR) certification, is a mediator and certified trainer of workplace conflict, and is a strategic partner with ProGroup Inc., an organization that provides innovative diversity solutions. Ms. Summers is also an adjunct consultant with Right Management Consultants, the world's leading career transition and organizational consulting firm. She is also an adjunct professor at Baker University, Ottawa University, Avila University and Johnson County Community College.

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