

STATE OF MISSOURI
Center FOR
MANAGEMENT AND
Professional Development

Dynamic DECISION MAKING

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.

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

Competencies:
Decisiveness & Problem Solving

The decisions and choices we make shape our future. Made consciously or unconsciously, decisions represent the fundamental tool we use in facing the opportunities, challenges, and uncertainties of life. Today, though, it's not just a case of "make a decision, any decision." The increased complexity of life and business calls for dynamic decision making! In this 1-day program you will sharpen your decision-making ability in risky and uncertain circumstances and leave with a concrete and powerful decision-making tool that will build your confidence to make future decisions – again and again.

Using a case study approach, this program offers a straightforward, easy-to-follow process designed to improve the way you make business decisions, or any decision that can help you reach your goal. By attending this program, you will have the opportunity to increase your knowledge and ability to:

- ▷ Access your decision making style.
- ▷ Define clear parameters of your decision.
- ▷ Collect relevant information and generate creative alternatives.
- ▷ Hone your intuition and incorporate it as you make decisions.
- ▷ Define consequences and payoffs.
- ▷ Analyze risks and define your level of risk tolerance.
- ▷ Avoid common mistakes and psychological traps in the decision making process.
- ▷ Correlate the appropriate strategy with the specific decision.
- ▷ Describe the dynamics of group decision making.
- ▷ Develop clear guidelines on communicating your decisions.
- ▷ Design an action plan to evaluate the results of decisions.
- ▷ Tailor your decision making style to be "situationally" appropriate.