

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2564

Decision Making: Getting It Right

Decide crucial matters with clarity and confidence.

All decision making involves an element of risk. Do you have a tendency to procrastinate and allow your fear of making the wrong decision stop you from moving forward?

This course will help you take control of those tendencies by making you aware of the powerful psychological factors that underlie how we make decisions. After taking a self-assessment, you'll dive deep into your own decision-making preferences, biases and risk tolerance. You'll also learn and practice a clear approach to sharpen your personal judgment and analytical thinking. With this seminar, you can become more confident that the decisions you make are the right ones—and will help strengthen both your performance and career.

How You Will Benefit

- Feel more confident and empowered to make decisions
- Sharpen your analytical and intuitive skills
- Reduce conflict and group think
- Recognize your feelings about and reactions to risk and uncertainty
- Apply concrete tools and a structured process for making decisions
- Be more deliberate when making decisions under conditions of uncertainty or missing information

What You Will Cover

- Learning the “AID” model of decision making
- Distinguishing between problem solving and decision making
- Identifying different types of decisions: simple vs. complex; group vs. individual decision making
- Recognizing how personal attitudes affect decision making
- Avoiding the most common pitfalls that derail you from making the right decision
- Exploring the impact of psychological factors, perceived risk and uncertainty
- Visualizing your decision and learning techniques to avoid overconfidence and anticipatory regret
- Personal decision-making preferences: knowing the impact of values and experiences in making the right or best decision
- The analytical process: learning and practicing constraints, force-field, decision-map and decision-worksheet analysis
- The intuitive process: sharpening your personal judgment to make

decisions that do not conform to existing patterns or protocols

Who Should Attend

All professionals who want to harness their intuition and use tried and true rational decision-making tools to take decisive action.

Note: Please bring your business challenges to class so you can practice making decisions in a safe, insightful environment.

Special Feature

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