

## Table of Contents on Decision Making:

**Session Duration: 16 hours**

**Training Motive:** Decision-making skills are developed through a combination of knowledge, experience, and practice. By focusing on these training aims, we can strengthen the ability to make informed and effective decisions in various contexts.

**Training Methodology:**

Group discussion

Case study

Videos/Audios

Games/activities

1. Introduction to Decision Making
  - 1.1 Definition of Decision Making
  - 1.2 Importance of Decision Making
  - 1.3 Types of Decisions
  
2. Decision-Making Process
  - 2.1 Identifying the Decision
  - 2.2 Gathering Information
  - 2.3 Evaluating Alternatives
  - 2.4 Making the Decision
  - 2.5 Implementing the Decision
  - 2.6 Evaluating the Decision
  
3. Factors Affecting Decision Making
  - 3.1 Individual Factors
    - 3.1.1 Personal Values and Beliefs
    - 3.1.2 Cognitive Biases and Heuristics
    - 3.1.3 Emotional State and Mood
    - 3.1.4 Personality Traits
  - 3.2 Environmental Factors
    - 3.2.1 Organizational Culture
    - 3.2.2 Time Constraints
    - 3.2.3 Availability of Information
    - 3.2.4 Stakeholder Influence
  
4. Rational Decision Making
  - 4.1 Rational Decision-Making Model

- 4.2 Steps in Rational Decision Making
- 4.3 Limitations of Rational Decision Making
  
- 5. Intuitive Decision Making
  - 5.1 Definition of Intuition
  - 5.2 Characteristics of Intuitive Decision Making
  - 5.3 Developing Intuition
  - 5.4 Pros and Cons of Intuitive Decision Making
  
- 6. Group Decision Making
  - 6.1 Advantages and Disadvantages of Group Decision Making
  - 6.2 Group Decision-Making Techniques
    - 6.2.1 Brainstorming
    - 6.2.2 Nominal Group Technique
    - 6.2.3 Delphi Technique
  
- 7. Ethical Decision Making
  - 7.1 Importance of Ethical Decision Making
  - 7.2 Ethical Decision-Making Frameworks
    - 7.2.1 Utilitarianism
    - 7.2.2 Deontological Ethics
    - 7.2.3 Virtue Ethics
    - 7.2.4 Ethical Decision-Making Steps
  
- 8. Decision Making Under Uncertainty and Risk
  - 8.1 Decision Making Under Uncertainty
  - 8.2 Decision Making Under Risk
  - 8.3 Decision Trees and Expected Value
  
- 9. Decision Making in Different Contexts
  - 9.1 Personal Decision Making
  - 9.2 Business Decision Making
  - 9.3 Public Policy Decision Making
  - 9.4 Medical Decision Making
  - 9.5 Environmental Decision Making
  
- 10. Improving Decision Making
  - 10.1 Decision-Making Techniques and Tools
  - 10.2 Critical Thinking Skills
  - 10.3 Decision Support Systems
  - 10.4 Learning from Past Decisions
  
- 11. Conclusion