



e-learning

# Making decisions

Reply to the email now or later? Candidate A, B or perhaps C? Toast and jam or muesli for breakfast? Your mind chatters incessantly and weighs things up. Your finger points to an option, but quickly pulls back. You make a decision, but then aren't sure whether it was the right one. Sound familiar?

It can be easier. Say goodbye to the avoidance strategy out of fear of making mistakes. Navigate consciously through the options instead of getting lost in the flood of information. The key factor for the quality of a decision is the decision-making process. You can actively take control and use targeted techniques to tackle an upcoming decision. And different types of decisions call for the right technique. If you know when a particular technique is the right one, you can skilfully explore the options and make a decision in a resource-saving way.

After this e-learning course, you will be able to use your decision-making power to effectively navigate the seas of everyday work.

Booking Number: **34202**

Group of participants:  
Professionals and managers who want to make informed, better and faster decisions.

Duration: **approx. 1,5 hours**

Language:  

Unit price:

**€ 49,-** zzgl. MwSt. | € 58,31 inkl. MwSt.

Package prices from 50 licenses on request

## Learning objectives

- ✓ You will get to know two decision-making systems.
- ✓ You can make a decision quickly or slowly, with your gut or your head, emotionally or rationally, automatically or consciously.
- ✓ You will learn about rational methods that help you make slow, conscious decisions.
- ✓ You will practise intuitive methods that help you activate your gut feeling.
- ✓ You will explore options and choose the most suitable one for the situation.
- ✓ You will receive valuable tips and tricks for dealing with risk, time pressure, opinions, regrets and much more.

## Contents

- What will I learn in this e-learning course?
- What proportion of our decisions is based on our head and based on our gut?
- What rational techniques can I use?
- How do I make decisions using intuitive techniques?
- How do I deal constructively with mistakes and regrets?
- What have I learned in this e-learning course?



**Information on the web**

[www.haufe-akademie.de/34202](http://www.haufe-akademie.de/34202)



**Let us advise you**

Tel. +49 761 595339-10 • [digitales-lernen@haufe-akademie.de](mailto:digitales-lernen@haufe-akademie.de)