



Post-Training Support

Decision Making Assessment

The following questions will check your understanding of the information, tips, and techniques presented in this module.

1. During the gather and interpret information step of the decision-making process, try to gather information that discounts your opinions and preferences. (Select the correct answer.)
 - A. True
 - B. False

2. Dan and his team envisioned the best- and worst-case scenarios for each idea they had. They also considered the long-term, short-term, positive, and negative effects. This team is on which step of the decision-making process? (Select the best answer.)
 - A. Define outcomes, criteria, and the decision.
 - B. Gather and interpret information.
 - C. Generate alternatives.
 - D. Evaluate the alternatives and choose the best.
 - E. Communicate the decision and implement.

3. Which of the following are the most effective ways to implement a decision? (Select all that apply.)
 - A. Ask someone who has carried out a similar decision to plan the action steps.
 - B. Make a list of everything that needs to be done to implement the decision.
 - C. Develop a schedule for implementing the decision.
 - D. Set milestones to monitor progress.

4. Jim is great in dealing with small issues, but he is not so proficient with risky decisions. He's now part of a cost-reduction planning session. Earlier, as each factor was considered, everyone voiced an opinion. When the team members were ready to make some final decisions, they hit a snag when Jim suggested revisiting each factor. Which pitfalls does Jim fall into? (Select all that apply.)
 - A. Hastiness--Making a decision too quickly.
 - B. Going it alone--Making decisions without involving others in the process.
 - C. Dodging decisions--Avoiding the responsibility of making decisions or making only low-risk decisions.
 - D. Analysis paralysis--Taking too much time gathering and analyzing information before making a decision.



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5. When brainstorming alternatives, be sure to include radical and risky thinkers. (Select the correct answer.)
- A. True
 - B. False
6. Which of the following questions should you ask yourself before making any decision? (Select all that apply.)
- A. What criteria must the decision meet?
 - B. What outcomes do I want to achieve?
 - C. Do I have any specific preferences or opinions on the matter?
 - D. What decision do I want to make?

Notes