

Problem-Solving



DECISION-MAKING

@ Work

DECISION-MAKING NOT EASY

All Decisions have Pros & Cons 1

YOUR BRAIN, INTUITION and DECISIONS

Use Both Left & Right Brain for Effective Decisions 1

DECIDE or NOT, YOU'RE STILL ACCOUNTABLE

Delaying or Avoiding Decisions Can Have Consequences 3

MAXIMIZE YOUR BRAIN- KEEP IT SIMPLE

The Simpler the Better 4

5 STEP P.O.E.C.A. MODEL

STEP 1: Problem Identification 7

STEP 2: Options and Possibilities 8

STEP 3: Evaluate the Options 10

STEP 4: Challenge Your Decision 11

STEP 5: Action 12

ENGAGE STAKEHOLDERS

Help Stakeholders Clearly Understand the Situation, Decision & Actions 12

APPENDIX A: ASSESSMENT

- *Your Style@ Work*