

## **Course objectives**

Successful completion of this course will increase your knowledge and ability to:

- ✓ Understand the role that emotions play in decision-making.
- ✓ Describe how to make a decision effectively, recognizing key steps to take before, during, and after the decision-making process.
- ✓ Identify your values in order to guide your actions, behaviors, and decisions.
- ✓ Put into practice various methods for collecting and evaluating information.
- ✓ Recognize—and avoid—the most common traps that complicate tough decisions.
- ✓ Develop strategies to overcome your concerns about making and implementing tough decisions.