



DNM LESSON MATERIAL 1-22-2020

Section one Reading & Speaking

Characteristics of good decision makers

1: The best decision makers are people who can combine logic, problem analysis, and intuition to come up with the correct decision. Teach your students these additional characteristics that most good decision makers have in common:

1.1 Being a good listener. Good decision makers must be able to hear and take into account other people's opinions when making decisions.

1.2 Having a clear set of priorities. As we will discuss later on in this unit, decision makers must know their priorities or values in order to choose a good or "correct" path.

1.3 Having an open mind. Good decision makers are open to other people's views and ways of thinking rather than being stuck in one way of doing things.

1.4 Being flexible and willing to change. A good decision maker is open to new or alternative ways of doing things that may work out better in the end.

1.5 Being realistic. Good decision makers understand the realistic outcomes to which different paths will lead.

The three most important criteria for good decision making

2. The three most important criteria for good decision making are values, experience and common sense:

2.1 Values- What people value determines their behavior. Their beliefs produce attitudes, attitudes produce feelings and feelings lead to behavior.

2.2 Experience- We all learn to make decisions through experience. Time will tell if a decision is good or bad.

2.3 Common sense- Common sense, or what you know, is a key component in choosing one path versus another. Use what you know to help you make the best decision.

Brings value

3. Good decision making is an essential skill. There is a tremendous need for good decision makers in today's world. When your students improve their decision-making skills, they will increase their value in their future jobs, families and communities.

Move forward without worry

4. Decision making involves making choices. Many people are afraid to make decisions because they may make a wrong one. Good decision making does not depend on educational background as much as common sense. Teach your students that common sense, general knowledge, and their value systems are the most important criteria for good decision making.



TIPS TO IMPROVE DECISION MAKING SKILLS

1. The star vision decision making wheel.

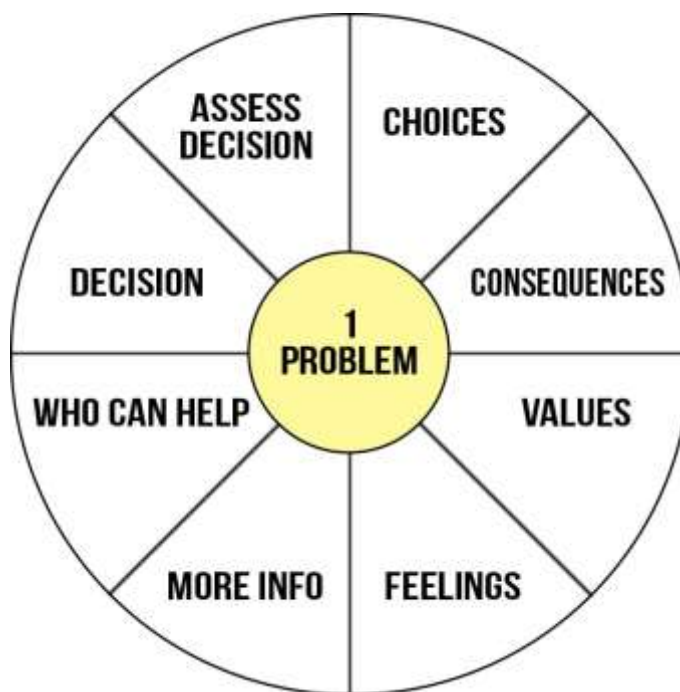
it will help you make a decision in particular situations



- **Stop:** step back from the situation. Give yourself some time to think.
- **Think:** What are my options? What are the consequences? What’s my decision?
- **Act:** Do what you decide to do. And tell the other person about it.
- **Review:** What happened? How else could I have handled it? Can I live with the consequences?
- **Vision:** is this decision in line with my values and future goals? How does this decision impact my future?

Decision Making Wheel

This wheel will help you to make better choices in your life. When you have an important decision to make, start by stating the problem in the hub of the wheel. Next, move through the 9 choices, one by one. When you have a decision to make fill in the blanks.





Decision-Making Worksheet

Step 1: Relax. Take a deep breath and let *all* of the air out.

Step 2: Give yourself confidence.

Step 3: What is the problem?

Step 4: List all of the possible solutions. We give you space for four solutions, but you may have more or fewer than that. Use additional paper, if necessary.

- 1.
- 2.
- 3.

Step 5: For each possible solution, list the positive and negative consequences. Use additional paper, if necessary.

Alternative 1

Positive consequences:

Negative consequences:

Alternative 2

Positive consequences:

Negative consequences:

Alternative 3

Positive consequences:

Negative consequences:

Alternative 4

Positive consequences:

Negative consequences:

Step 6: What's important to you?

Step 7: Make the decision.

Section two Listening

Task 1:

Choose the best option to complete the sentence.

1. The objective of the meeting is to ...

- a. Decide on the role of each team member.
- B. Agree when each phase of the project will happen.
- C. Improve team communication.

2. Emiko wants ...

- a. to be told what to do.
- b. everyone to make a decision together.
- c. to check the decision with the head office.

3. David ...

- a. prefers a structured approach.
- b. is happy to take a flexible and agile approach.
- c. agrees with the decision they make in the end.

4. Carolina doesn't say much at first because ...

- a. she doesn't have a specific opinion on the topic.
- b. she is worrying about something else.
- c. she is considering people's suggestions.

5. The decision they take is based on ...

- a. a vote.
- b. a recommendation from Jani's boss.
- c. a majority decision to follow the team leader.

6. David suggests they should ...

- a. Allow some extra time later in the project.
- B. Get help from another team.
- C. Use an online project management tool.

Discussion How decisions are usually made where you work?