

Five Steps to Effective Decision Making

LEADER'S GUIDE

Consider posing the following questions to the group for discussion before viewing “Five Steps to Effective Decision Making.” (5-15 minutes)

Q: How important is decision making to personal and professional success? Why?

Q: What happens when an individual (or organization) is ill-equipped to make sound decisions?

Q: For a leader, what are the keys to effective decision making?

Q: What issues need to be identified to assure that the decision making process is not derailed?

View: “Five Steps to Effective Decision Making”

Consider posing the following questions to the group for discussion after viewing “Five Steps to Effective Decision Making.” (5-15 minutes)

Q: What three tools does Van Hooser suggest are necessary to prepare oneself for effective decision making?

Q: What is the primary reason to position oneself before making a decision is necessary?

Q: What kind of problems are created when decisions are made too quickly...or too late?

Q: What were the “C’s” of effective decision making?

Five Steps to Effective Decision Making

FIVE STEPS TO EFFECTIVE DECISION MAKING

1. Have the **tools**.

Three Primary Tools:

Willingness to **try**.

Willingness to **train**.

Willingness to **change**.

2. Know the **rules**.

Three Unwritten Rules:

Knowledge = Understanding

Skills = Application

Attitude = Desire

3. **Position** yourself effectively.

Key Consideration: **Always** position yourself

before it is necessary to make a decision.

4. Master your **timing**.

Two Timing Considerations: Too **quickly**.

Too **late**.

5. **Make** the **decision**.

Pitfalls of a Losing Attitude

LEADER'S GUIDE

Consider posing the following questions to the group for discussion before viewing “Pitfalls of a Losing Attitude.” (5-15 minutes)

- Q:** How important is attitude relative to leadership success?
- Q:** What are some observable traits associated with a negative attitude?
- Q:** What are the long term implications of an individual's negative attitudes?
- Q:** What can an individual do to reverse the negative effects of a losing attitude?

View: “Pitfalls of a Losing Attitude”

Consider posing the following questions to the group for discussion after viewing “Pitfalls of a Losing Attitude.” (5-15 minutes)

- Q:** What is the root cause of prejudice's “first cousin?”
- Q:** Explain how gossip can prove to be hurtful to those who participate in gossiping.
- Q:** What technique did Van Hooser suggest for dealing with jealousy when we experience it?
- Q:** What are some practical ways of dealing with issues that worry us?

Pitfalls of a Losing Attitude

PITFALLS OF A LOSING ATTITUDE

Pitfall #1: Hate

Pitfall #2: Gossip

Pitfall #3: Jealousy

Pitfall #4: Worry

Cornerstones of a Winning Attitude

LEADER'S GUIDE

Consider posing the following questions to the group for discussion before viewing “Cornerstones of a Winning Attitude.” (5-15 minutes)

Q: Why is a positive attitude so desirable?

Q: Can a positive attitude be developed over time like other skills?

Q: What do you think serves as the foundation of a positive attitude?

Q: In the absence of a positive attitude what can serve as a suitable replacement?

View: “Cornerstones of a Winning Attitude”

Consider posing the following questions to the group for discussion after viewing “Cornerstones of a Winning Attitude.” (5-15 minutes)

Q: Why is faith so critical to a winning attitude?

Q: Consider some of the areas where your professional convictions might be challenged occasionally.

Q: List several ways you might be generous without contributing money.

Q: What are three things you could sacrifice now that would enhance your leadership standing?

Cornerstones of a Winning Attitude

CORNERSTONES OF A WINNING ATTITUDE

Cornerstone #1: **Faith**

Cornerstone #2: **Courage**

The most important application of courage, is the courage of your **convictions.**

Cornerstone #3: **Generosity**

Cornerstone #4: **Sacrifice**

A sacrifice is not a sacrifice unless you **feel the loss.**

The Secrets of High Achievers

LEADER'S GUIDE

Consider posing the following questions to the group for discussion before viewing “The Secrets of High Achievers.” (5-15 minutes)

- Q:** Why are there people who accomplish so much and people who accomplish so little? What is the difference?
- Q:** Do high achievers have anything in common? What?
- Q:** Why are high achievers so important (valuable) to organizations, communities, nations, etc.?
- Q:** What specific actions could you take to become a high achiever yourself?

View: “The Secrets of High Achievers”

Consider posing the following questions to the group for discussion after viewing “The Secrets of High Achievers.” (5-15 minutes)

- Q:** What were the various aspects of goal setting that Van Hooser mentioned?
- Q:** Why do you think many people are hesitant to take personal or professional risks?
- Q:** What do you think are the most valuable communication skills for high achievers?
- Q:** Of the six characteristics associated with high achievement, which is your strongest/weakest and why?

The Secrets of High Achievers

SECRETS OF HIGH ACHIEVERS

- High Achievers...** **Desire** to **exceed** previous levels of **accomplishment**.
- High Achievers...** **Crystallize** their thinking into **goals**.
- High Achievers...** Are willing to take **calculated risks**.
- High Achievers...** Understand the importance of **communication**.
- High Achievers...** Have learned to **solve problems** rather than to **place blame**.
- High Achievers...** Simply don't **quit!**

Fourteen Professional Enhancement Ideas

LEADER'S GUIDE

Consider posing the following questions to the group for discussion before viewing “Fourteen Professional Enhancement Ideas.” (5-15 minutes)

Q: Define professionalism.

Q: What are the most critical elements of professionalism in practice?

Q: List the occupations in which professionalism is unnecessary or inappropriate.

Q: In your own opinion what is the most appealing characteristic of true professionals?

View: “Fourteen Professional Enhancement Ideas”

Consider posing the following questions to the group for discussion after viewing “Fourteen Professional Enhancement Ideas.” (5-15 minutes)

Q: Discuss the importance of Van Hooser’s definition of professionalism.

Q: What are some areas where people regularly do less than is expected, not more?

Q: What steps could you take right now to begin to increase your job knowledge?

Q: What are some obvious things that people do to compromise their integrity?

Fourteen Professional Enhancement Ideas

PROFESSIONALISM DEFINED

The **advanced** level at which **isolated** individuals perform specific **tasks** or **activities**.

PROFESSIONAL ENHANCEMENT IDEAS

1. **Wake up** thinking **positive** thoughts.
2. Arrive **early**.
3. Be **loyal**.
4. Eliminate the slightest possibility of **self-pity**.
5. **Smile**.
6. Do more than is **expected**.
7. Establish a professional **presence; walk** like you're headed someplace, **stand** like you just got there.
8. Continuously work to increase your **job knowledge**.
9. Seek **opportunity**, not **security**.
10. Strive for **excellence**, not **perfection**.
11. Never use **profanity**.
12. Share the **credit**.
13. Never compromise your **integrity**.
14. Take a **minute** longer than is necessary.