



EXCEL
INTERNATIONAL

Prerequisites:

- Basic thinking and reasoning ability
 - Willingness to learn problem-solving techniques
 - No prior knowledge required
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Course Overview

Decision Making Skills is a structured course designed to help students develop the ability to make clear, logical, and confident decisions in everyday life. The course focuses on understanding how decisions are made, identifying influencing factors, and applying practical tools to solve problems effectively. Through real-life scenarios, activities, and case studies, learners will build critical thinking, analytical skills, and the confidence to make responsible and impactful decisions.

Course Objectives

By the end of this course, students will:

1. Understand the decision-making process
 2. Identify factors influencing decisions
 3. Learn tools and techniques for effective decision making
 4. Develop critical and analytical thinking skills
 5. Improve problem-solving abilities
 6. Build confidence in making personal and group decisions
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Learning Outcomes

Students will be able to:

- Analyze situations before making decisions
- Evaluate alternatives and consequences
- Apply decision-making tools like SWOT and decision trees
- Avoid common cognitive biases
- Make ethical and responsible choices

- Demonstrate confidence in real-life decision-making situations

Course Module Structure

Module	Module Title	Key Concepts	Practical Activities
1	Introduction to Decision Making	Types of decisions, importance	Daily decision tracking
2	Factors Affecting Decisions	Emotions, biases, peer influence	Identify personal decision influences
3	Critical Thinking Basics	Logical reasoning, analysis	Solve real-life case scenarios
4	Decision-Making Models	Rational model, steps in decision making	Apply model to simple problems
5	Tools for Decision Making	SWOT, cost-benefit analysis	Create SWOT analysis
6	Creative Decision Making	Brainstorming, lateral thinking	Idea generation activity
7	Ethical Decision Making	Values, responsibility	Analyze ethical dilemmas
8	Group Decision Making	Teamwork, conflict resolution	Group discussion activity
9	Decision Making Under Pressure	Time management, quick decisions	Timed decision exercises
10	Final Decision Mastery	Integration of skills	Present real-life decision plan

Detailed Module Breakdown

Module 1: Introduction to Decision Making

- Topics: Meaning, importance, types of decisions
- Activity: Track daily decisions
- Learning Focus: Awareness

Module 2: Factors Affecting Decisions

- Topics: Emotions, biases, social influence
- Activity: Identify influencing factors
- Learning Focus: Understanding behavior

Module 3: Critical Thinking Basics

- Topics: Analysis, reasoning
- Activity: Solve case problems

- Learning Focus: Thinking skills

Module 4: Decision-Making Models

- Topics: Step-by-step decision process
- Activity: Apply model
- Learning Focus: Structured thinking

Module 5: Tools for Decision Making

- Topics: SWOT, cost-benefit analysis
- Activity: Practical tool usage
- Learning Focus: Application

Module 6: Creative Decision Making

- Topics: Innovation, idea generation
- Activity: Brainstorming
- Learning Focus: Creativity

Module 7: Ethical Decision Making

- Topics: Values, integrity
- Activity: Ethical case analysis
- Learning Focus: Responsibility

Module 8: Group Decision Making

- Topics: Team decisions, communication
- Activity: Group discussions
- Learning Focus: Collaboration

Module 9: Decision Making Under Pressure

- Topics: Time-based decisions
- Activity: Quick decision tasks
- Learning Focus: Confidence

Module 10: Final Decision Mastery

- Topics: Integration of all concepts
 - Activity: Final presentation
 - Learning Focus: Application
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Teaching Methodology

- Interactive sessions
 - Case studies and real-life examples
 - Activity-based learning
 - Group discussions
 - Role-play and simulations
 - Continuous feedback
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Assessment Structure

Component Weightage

Quizzes 20%

Assignments 25%

Participation 15%

Activities 10%

Final Project 30%

Learning Materials

- Worksheets
 - PPT presentations
 - Case studies
 - Decision-making templates
 - Activity sheets
 - Recorded sessions
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Final Project

Project Title: Real-Life Decision Plan

Description:

Students will create a structured decision plan for a real-life situation using learned tools and techniques.

Project Components:

- Problem identification
- Options analysis

- Decision tools application
- Final decision with justification

Presentation Format:

Slides / Report

Certification Criteria

- Minimum 80% attendance
 - Completion of assignments
 - Active participation
 - Minimum 50% score
 - Final project submission
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Skills Developed

- Critical thinking
- Problem-solving
- Decision-making ability
- Analytical skills
- Ethical reasoning
- Confidence in choices
- Communication and teamwork

