

DECISION FOCUS[®] WORKSHOP

CRITICAL SKILLS IN ACTION

Sept. 27-28, 2006

Decision Focus equips you with the essential tools

to solve complex problems, make sound judgements and execute plans, faster and more effectively. Decisiveness - the ability to quickly analyze, decide and act - is a core competency that is mandatory for all leaders. It's a set of skills that, when mastered, turn average contributors into exceptional performers.

This is our flagship learning event. Over 75,000 people have used this class to learn and master the Decision Focus concepts and sharpen their problem solving skills. Bring your issues, problems and decisions with you, for fast resolution. Over 40% of the class involves hands-on application of Decision Focus to real work-related challenges.

The screenshot shows the Decision Focus 6.0 software interface. It features a '1. DECISION STATEMENT' section with fields for Date, Owner, Cost, Decision Verb, Modifiers, and Object. Below this is a '2. ESTABLISH CRITERIA' section with a table for 'MUSTS' (columns: A, B, C) and 'WANTS' (columns: WT, INFO, PI). A '3. COMPARE ALTERNATIVES (Musts)' section is also visible. A red starburst graphic is overlaid on the bottom right of the screenshot, containing the text: 'BONUS! Decision Focus 6.0 software is included in your registration fee.'

Decision Focus 6.0 Software

guides you through each process, instantly formats the data, and provides multiple "on demand" help features. Communicate your solutions with "one-click" exports to Microsoft[®] Word, Excel, PowerPoint or Adobe[®] Acrobat[®]. Put the power of Decision Focus where you need it most - right at your fingertips!

Bring this training in-house to make a powerful difference in the effectiveness of problem solving and decision making within your organization.

SITUATION ANALYSIS

To resolve broad situations and problems

DECISION ANALYSIS

To analyze decision alternatives

PROBLEM ANALYSIS

To diagnose cause of specific problems

PLANNING & PREVENTION

To assure the success of decisions and plans

This Workshop Will Help You:

- Analyze and solve the four major types of problems – broad problems, complex issues, sudden failures, and repeat problems.
- Objectively identify decision criteria, rationally evaluate options, and prudently assess risks of decisions.
- Stick with difficult challenges when solutions don't come easily.
- Identify and verify the true root causes of problems before time and money are spent on corrective action.
- Make sound judgments under pressure.
- Improve the success of plans by forecasting obstacles and designing effective preventive and contingent actions.
- Confidently present your decision recommendations in a logical and persuasive format.
- Improve your skills in managing problem solving meetings.
- Build a reputation as a skillful problem solver and effective decision maker.

"Many times we think we have the problem figured out, only to discover that Decision Focus points us at the heart of the issue."

L. Mills, Sr. Vice President, Holt Companies



FOCUS PERFORMANCE SYSTEMS, INC.

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What You Will Learn...

SITUATION ANALYSIS

- How to get to the heart of an issue when time is short and action is demanded.
- How to resolve problems based on facts, not opinions.
- How to break down a situation to see the "whole picture" behind the problem.
- How to think rationally under pressure.
- How to create a logical and persuasive case for your solutions.

DECISION ANALYSIS

- How to properly frame decision statements to avoid the wrong decision level.
- How to objectively establish decision criteria – the value of MUSTS and WANTS.
- How to find high quality solutions when faced with competing decision priorities.
- How to control decision uncertainty and risk.
- How to present decision recommendations in a compelling format.

PROBLEM ANALYSIS

- How to quickly size up a problem situation, and define it properly.
- Data collection techniques, and the power of "is" and "is not" comparisons.
- How to draw meaningful conclusions and objectively test their validity.
- How to effectively rule out possible causes that don't explain the problem data.
- How to identify and verify the true root cause, and determine corrective action.

PLANNING & PREVENTION

- How to quickly size up a plan and determine where the flaws and blindspots are.
- How to anticipate potential problems and pinpoint their likely causes.
- How to protect plans and change initiatives from delays, obstacles, and hidden problems.
- Proven techniques for preventing human error.
- How to gain buy in for your plans when timelines are tight.

WHAT: DECISION FOCUS WORKSHOP

WHERE: THE RESERVE, PLYMOUTH, MN

WHEN: SEPTEMBER 27-28, 2006
8:30 AM - 4:30 PM

COST: \$1,295/PERSON

REGISTER: WEB: WWW.FOCUSTOOLS.COM

PHONE: 888-21-FOCUS OR 952-595-8000

Your Workshop Registration includes:

- Your personal set of Decision Focus workshop manuals and materials.
- Decision Focus 6.0 software license, including CD, QuickStart and User's Guide.
- Job aids to help you quickly and easily use the Focus tools on the job.
- Continental breakfast and catered lunch each day.

Tuition: All program materials, refreshment and lunches are included in your tuition fee.

Substitutions & transfers: Someone can substitute for you at any time - call and let us know. You may transfer your registration fee to any FOCUS workshop for a period of one year.

Cancellations: If you cancel and notify us within 20 days of the workshop, we'll refund your tuition less a \$100 professed fee. If you do not attend, your registration fee is forfeited.

Unconditional guarantee: If not fully satisfied, we will refund your tuition fee.



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