



Soft skills: Decision Making

Activity title	Introduction to decision-making
Duration	60 minutes
Learning objectives	To empower youngsters about Decision-making.
Materials needed	Flipcharts and markers.
Preparation	<p>Before you start, take some time to get familiar with the activity and prepare a presentation on "10 Common Mistakes in the Decision-Making Process." Here's what you should cover:</p> <p>1. Procrastinating We've all been there—putting off decisions and instead getting lost in smaller, less important tasks or distractions. But the longer we avoid making a decision, the harder it becomes. Recognizing this habit is the first step to breaking it.</p> <p>2. Believing It's "Make or Break" It's easy to feel like every decision is life-changing, but not every choice is as dramatic as it feels in the moment. Take a step back and ask yourself: how important does it feel now compared to how it felt then? Shifting your perspective can help you make more thoughtful choices.</p> <p>3. Not Being Systematic A haphazard approach to decision-making often leads to overlooking important factors. Having a structured, logical method can make a big difference. It helps you tackle all the crucial elements and reduces the chances of missing key details.</p> <p>4. Not Considering Different Perspectives We've all been under pressure to make decisions fast, especially when there's a deadline. But rushing can lead to poor choices. It's better to take a moment to think through the options and get input from others, even if it's just a quick check-in.</p>



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Preparation	<p>5. Not Involving Stakeholders When your decision impacts other people, you need to include them in the process. Their insights and input are valuable and can help shape the best possible decision. Ignoring their perspectives can lead to missed opportunities and mistakes.</p> <p>6. Falling Into Groupthink and Biases Groupthink happens when everyone just agrees to avoid conflict, even if it means ignoring better ideas. It's important to encourage a range of opinions, especially when decisions are made by a group. And be aware of biases that may cloud your judgment or limit your choices.</p> <p>7. Being Overconfident It's tempting to think we know it all, especially if people look to us as "the expert." But overconfidence can be dangerous. It's crucial to stay open-minded, double-check our assumptions, and stay humble when making decisions.</p> <p>8. Not Thinking About the Consequences It's easy to get caught up in the immediate outcomes of a decision, but what about the long-term effects? Taking a moment to consider how your choices will impact the future can help you make smarter, more thoughtful decisions.</p> <p>Preparing this presentation will help guide the group in recognizing these common challenges and encourage more mindful, informed decision-making.</p>
Implementation	<p>Ask participants to reflect on their decision-making abilities. How successful do you feel in making decisions? What strategies do you typically use? Can you recall a time when you successfully applied your decision-making skills? What challenges have you faced in the process? Are you satisfied with how you approach decision-making?</p> <p>Next, present the "10 Common Mistakes in the Decision-Making Process." After divide the group into smaller teams of five. Ask each group to review the list of "10 Common Mistakes in the Decision-Making Process" and rank them from the most to least relevant.</p> <p>Finally, invite each group to share their thoughts and perspectives. Encourage open discussion and ask for any additional comments or insights.</p>