

Decision Making: The Power of “No”

Training Time

8:00 AM - 4:30 PM

Objectives

- ★ Assess your ability to say “no.”
- ★ Discover and practice using the power of no model.
- ★ Analyze the consequences.
- ★ Create your policy of no.
- ★ Gain confidence in your ability to say “no” and mean it.
- ★ Learn to stop saying “maybe.”
- ★ Gain confidence in your ability to say “yes” and follow through.

Activities

After doing a quick activity and defining “no” and why we say it, participants will take the Power of No Self-Assessment. The Power of No Model will be introduced in an interactive process, followed by defining participants' personal Policy of No. Power of No Consequences will be evaluated. Verbal and nonverbal “nos” will be reviewed in a variety of activities, followed by discussions and practices around “maybe” and “yes.” Participants will create an action plan detailing how they will apply the skills.

Attendees

All employees, especially those who have difficulty saying “no” and sticking to it

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

- ★ *No!* book at \$12.95 per participant.
- ★ *Waffle Cards* at \$2.95 per participant.

Contact Jana Kemp at Meeting & Management Essentials at www.janakemp.com, or www.stopwaffling.com or 800-701-9447.

Note: This module was created in partnership with Jana Kemp (an author, nationally-known speaker) based on her book, *No!*

Investment

\$10,000. In other words, if you have 150 participants, it would cost \$67 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$40 each; 500 participants = \$20 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Session 1 (135 minutes)

Welcome
Introduction
Definition of “No”
Why Say “No”
The Power of No Self-Assessment
Power of No Model

Break

Session 2 (135 minutes)

Model Summary
Policy of No with Personal Assets
The Power of No Consequences

Lunch

Session 3 (140 minutes)

The Nonverbal “No”
The Verbal “No”
Stop Saying “Maybe”
Say-Yes
No Practice

Break

Session 4 (100 minutes)

No Consequence Practice
The Choice
Practice with role play scenarios
Tips for Keeping Your Resolve
Personal Application
Wrap Up