

# Decision Making: The Power of “No”

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## 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

## Investment

\$10,000. The investment is for .pdf files or paper copies only. We will import a logo and/or graphic on the front cover of the Instructor and/or Participant Guides at no additional charge.

If the client wants the files in a customizable format, the price is \$20,000. We are happy to provide customization for our clients' specific needs at an hourly rate.

## 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](http://www.janakemp.com), or [www.stopwaffling.com](http://www.stopwaffling.com) or 800-701-9447.

## Note

This module was created in partnership with Jana Kemp (an author, nationally-known speaker, and Idaho State House of Representative) based on her book, *No!*

**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