



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Achieving Consensus, First Edition

**Course Number:** AX084-068SG

**Days:** One Day

**Description:** The ability to work together, make decisions together, and implement them is critical for success in group activities. This book offers the reader a practical approach to consensus building, explaining the concept of consensus, why it is important, and how it fits with other decision-making styles. It explores how to reach consensus and alignment, and provides the reader with the necessary tools to help his or her team succeed.

## Topic-Level Outline

### **Part 1: Defining Consensus**

What Is Consensus?  
Reaching Consensus Is Like Taking a Journey  
How Consensus Fits With Other Decision Styles  
Sources of Difficulty  
Your Journey

### **Part 2: Your Role On the Road to Consensus**

Deciding What to Pack  
Taking Inventory  
Things to Leave Behind  
Focus on Strengths, Not Weaknesses

### **Part 3: Meeting to Achieve Consensus**

You Cant Achieve Consensus By Yourself  
Lets Make Steel  
Are You a Consensus Master?

### **Part 4: Tools and Techniques**

Using Your Tool Kit  
Addressing Behavioral Obstacles  
Your Role

### **Part 5: More Tools and Techniques**

Using Your Tool Kit for Decision Obstacles  
When All Else Fails

### **Part 6: Arriving At Consensusville**

Where You Start Your Journey Is Not Where You End  
Walking the Talk

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



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