

Search the menus (Alt+/)

Background | Layout | Theme | Transition

Name: C. Blake Date: 9/16/21
GPS Standards: BMA-IBT.1.3 BMA-IBT-4.4

Problem:
Help! I'm a financial advisor and my administrative assistant, Lucy, continually makes grammatical and punctuation errors in the emails she sends my clients. Her performance review is next month. I'm tempted to wait it out so that I don't bring it up out of the blue, but I'm afraid I may be losing business in the meantime. I hate confrontation and I don't want to make her unhappy. **What should I do?**

<p>Alternative 1 Wait to tell her on her performance review</p>	<p>Pros: She can improve by then.</p> <p>Cons: If she doesn't improve it'll hurt the company</p>
<p>Alternative 2 Tell the worker about her grammar and punctuation now</p>	<p>Pros: She will start fixing her mistakes from now on and the business won't suffer as much</p> <p>Cons: She might take it the wrong way and possibly quit</p>

Option Chosen:
I would choose Alternative 1/Alternative 2 because it'll be easier on the boss and the company if she would be informed earlier rather than later.
Possible Outcomes:

© Worksheet Library 2 Option Decision Making Chart

Read the problem/scenario. Next, use the steps in the decision-making process to make a decision for this scenario.

Files
Turned in on Sep 16, 12:42 PM
[See history](#)

Caleb Blake - Decisio...

Grade
90/100

Private comments
Lakita Reese
Oct 5, 10:58 AM
Good job using the decision-making process in this scenario. What would be the possible outcome of the option you chosen?

Add private comment...

Post