

AI-Assisted Corporate Decision Support Foundation Course

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Overview

AI-Assisted Corporate Decision Support Foundation Course is a one-week course for corporate services managers, executive support teams, coordinators, business analysts, governance personnel, and functional leaders, who leave with a Corporate Decision Support Toolkit. Participants apply AI-assisted decision preparation to corporate information requests, evidence summary development, decision brief preparation, option comparison, and source and assumption verification while preserving accountability, confidentiality, and human authority. Agile Leaders Training Center provides training in AI-assisted corporate decision support.

Who Should Attend

- Corporate services personnel responsible for coordinating information, requests, records, and management actions
- Executive support personnel responsible for briefs, meetings, follow-up, and leadership information flows
- Department coordination personnel responsible for consolidating inputs, dependencies, deadlines, and escalations
- Business analysis personnel responsible for framing questions, evidence, options, and assumptions
- Governance support personnel responsible for decision records, approvals, confidentiality, and traceability
- Functional leadership personnel responsible for reviewing evidence, choosing options, and assigning action

The course assumes participants can coordinate corporate information and prepare management documents, and it leaves out data science, model development, executive strategy formulation, and autonomous decision-making.

Departments and Industries

The course supports corporate decision preparation across financial services, manufacturing, healthcare administration, logistics, professional services, technology, retail, and public services.

- Corporate and executive services
- Strategy execution and governance support
- Operations and service coordination
- Finance, risk, and performance offices
- Human resources and organizational support
- Projects, technology, and business analysis

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Learning Objectives

By the end of this course, participants will be able to:

- Diagnose decision-support requests and define information needs
- Build evidence summaries with traceable sources and assumptions
- Compare options, consequences, dependencies, and stakeholder inputs
- Use AI to prepare decision briefs, meetings, and action records
- Evaluate confidentiality, uncertainty, escalation, and approval controls
- Build a corporate decision support toolkit

Course Agenda

Day 1: Requests, Roles, and Information Boundaries

- Decision-Support Request and Purpose Canvas
- Information Need and Evidence Question Map
- Stakeholder Input and Responsibility Matrix
- Confidentiality and Data-Handling Boundary Checklist
- Human Authority and Escalation Charter

Day 2: Evidence, Sources, and Assumptions

- Evidence Collection and Source Register
- AI-Assisted Evidence Summary Template
- Claim, Citation, and Context Verification Grid
- Assumption, Gap, and Uncertainty Log
- Conflicting Information Resolution Method

Day 3: Options and Decision Briefs

- Option Definition and Comparison Matrix
- Benefit, Cost, Risk, and Dependency Table
- Stakeholder Impact and Constraint Map
- Decision Brief Structure and Review Checklist
- Recommendation Boundary and Approval Route

Day 4: Meetings, Actions, and Decision Records

- Decision Meeting Agenda and Evidence Pack
- Question, Challenge, and Response Log
- Decision, Rationale, and Dissent Record
- Action, Owner, Deadline, and Dependency Tracker
- Follow-Up, Escalation, and Closure Dashboard

Day 5: Corporate Decision Support Practice

- Suggested Exercise: Frame a Decision-Support Request
- Suggested Exercise: Verify an Evidence Summary
- Suggested Exercise: Compare Options and Draft a Brief
- Suggested Exercise: Record a Meeting and Track Actions
- Capstone Exercise: Corporate Decision Support Toolkit

Practical Exercises

The course uses suggested activities that convert corporate information into traceable and reviewable decision-support artifacts.

- Suggested activity: frame a request, define evidence needs, map contributors, and set confidentiality and escalation boundaries
- Suggested activity: gather sources, summarize evidence, verify claims, and record assumptions, gaps, uncertainty, and conflicts
- Suggested activity: compare options, impacts, risks, costs, dependencies, and constraints before preparing a decision brief
- Suggested activity: assemble meeting evidence, record decisions and dissent, assign actions, and monitor escalation and closure

FAQs

Who suits AI-assisted corporate decision support, and what does the course assume?

AI-assisted corporate decision support suits corporate services, executive support, coordination, analysis, governance, and functional leadership personnel. The course assumes experience preparing management information and coordinating inputs.

How does corporate decision support differ from executive AI strategy training?

Corporate decision support prepares verified evidence, options, briefs, meetings, records, and actions for accountable decision-makers, while executive AI strategy training addresses enterprise direction, investment choices, operating models, and transformation priorities.

How should teams verify AI-generated evidence summaries?

Teams should trace each claim to an accessible source, confirm context and currency, distinguish evidence from inference, test contradictory information, record gaps and uncertainty, and require a responsible reviewer before circulation.

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How can AI support option comparison without making the decision?

AI can structure agreed criteria, summarize evidence, expose assumptions, compare consequences, and identify missing inputs. Accountable personnel must set priorities, challenge the analysis, weigh judgment and context, and approve the decision.

What belongs in an AI-assisted corporate decision brief?

A decision brief should state the question, context, evidence, sources, assumptions, options, benefits, costs, risks, dependencies, stakeholder impacts, unresolved issues, recommendation boundaries, required authority, and next actions.

Conclusion

Participants take back a Corporate Decision Support Toolkit linking requests, evidence, sources, assumptions, options, briefs, meetings, decisions, actions, escalation, and approvals. It changes how support teams move from fragmented inputs to traceable decision preparation. The toolkit preserves confidentiality, visible uncertainty, accountable judgment, and reliable follow-through.

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