

Unconscious Bias in Management Decisions Training Course

30 November – 4 December 2026
Tokyo

AGILE LEADERS
Training Center

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Ref: 2190_260219 **Date:** 30 November – 4 December 2026 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Unconscious Bias in Management Decisions Training Course is a one-week intermediate course for managers, supervisors, executives, HR professionals, and people leaders, who leave with a Fair Decision Control Plan. The course connects bias recognition with structured criteria, evidence checks, recruitment, performance review, promotion, work allocation, meetings, leadership communication, calibration, outcome monitoring, and accountability. Agile Leaders Training Center presents unconscious bias controls for management decisions.

Who Should Attend

- People responsible for recruitment, selection, and appointment decisions
- Managers responsible for performance reviews, promotion, and reward recommendations
- Leaders responsible for work allocation, meetings, and team communication
- HR and talent teams responsible for fair people processes
- Executives responsible for decision governance and inclusion outcomes

The course assumes participants make or review workplace people decisions; it leaves out clinical psychology, individual diagnosis, country-specific legal advice, and promises that awareness alone removes bias.

Departments and Industries

The course supports fair management decisions across people-intensive departments and sectors.

- Human resources and talent acquisition functions
- Operations and frontline supervision teams
- Professional services and corporate management
- Healthcare and education leadership teams
- Public service and community organizations
- Technology and engineering management functions

Learning Objectives

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

- Analyze where unconscious bias can enter management decisions.
- Use structured criteria and evidence checks.
- Build fair recruitment and performance-review controls.
- Compare promotion and work-allocation decisions.
- Evaluate decision patterns and outcome data.
- Build accountability and review routines.

Course Agenda

Day 1: Map Bias in Decisions

- Management Decision-Point Mapping Tool
- Affinity, Confirmation, and Status-Quo Bias Lens
- Assumption-to-Evidence Check
- Decision Context and Influence Map
- Personal Bias Trigger Reflection Log

Day 2: Structure Recruitment Decisions

- Job-Relevant Criteria Design Matrix
- Inclusive Vacancy Language Checklist
- Structured Shortlisting Scorecard
- Consistent Interview Question Framework
- Candidate Evidence Calibration Sheet

Day 3: Improve Performance and Promotion Decisions

- Performance Evidence Quality Test
- Recency and Halo Effect Review
- Promotion Readiness Criteria Grid
- Manager Rating Calibration Method
- Feedback Specificity and Attribution Check

Day 4: Govern Daily Management Choices

- Work Allocation Equity Review
- Meeting Voice and Participation Tracker
- Leadership Communication Assumption Check
- Decision Outcome Monitoring Dashboard
- Bias Control Accountability Cycle

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Day 5: Practice Fair Decisions

- Exercise: Audit a Recruitment Decision
- Exercise: Calibrate Performance Ratings
- Exercise: Review Promotion and Allocation Choices
- Exercise: Interpret Decision Outcome Patterns
- Capstone Exercise: Complete the Fair Decision Control Plan

Practical Exercises

The course uses suggested activities based on recruitment, performance, promotion, and team-management decisions.

- Suggested activity: identify assumptions and missing evidence in a candidate assessment.
- Suggested activity: calibrate manager ratings against shared performance criteria.
- Suggested activity: review promotion and task-allocation choices for inconsistent standards.
- Suggested activity: build a review routine connecting decision records, outcome data, and accountability.

FAQs

Who suits unconscious bias in management decisions training?

Unconscious bias in management decisions training suits people who make or review recruitment, appraisal, promotion, allocation, meeting, or communication decisions and can discuss workplace evidence and criteria.

How does unconscious bias training differ from general diversity and inclusion training?

Unconscious bias training focuses on decision points, assumptions, evidence, criteria, calibration, and review controls, while general diversity and inclusion training addresses a wider range of culture, representation, belonging, policy, and workplace practices.

How can managers reduce unconscious bias in recruitment?

Managers can reduce unconscious bias in recruitment by defining job-relevant criteria, using structured questions and scorecards, recording evidence, calibrating assessments, and reviewing outcomes for inconsistent patterns.

How can unconscious bias affect performance reviews and promotions?

Unconscious bias can affect which evidence managers notice, how they attribute results, whose potential they recognize, and whether they apply the same standards across employees.

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What should an unconscious bias decision review include?

An unconscious bias decision review should include the criteria used, evidence considered, assumptions made, alternative explanations, consistency across cases, outcome patterns, reviewers, and agreed corrective actions.

Conclusion

Participants take back a Fair Decision Control Plan connecting decision points, criteria, evidence, calibration, monitoring, and accountability. The plan makes assumptions and decision standards easier to examine. It supports structured recruitment, performance, promotion, allocation, and leadership decisions without treating awareness as a stand-alone remedy.