

# Decision Making Workshop

2 day in-house course

## Overview of course content

Effective decisions can only be made with a robust process and an effective evaluation of all the factors.

We often find it hard to make decisions, particularly collective decisions where people and emotions are involved, which can all too readily paralyse us in to inactivity.

In this programme you will learn how to set the context around which decision must be taken, how to evaluate all factors involved to develop possibilities, how to assess each possibility against set criteria, how to identify the best option, and then how to develop that into a successful decision.

Within the decision making framework, you will also learn how to 'sell' the decision and communicate it effectively, and how to monitor the decision taken to ensure that it remains on track and successful.

## Key benefits

*Make decisions that are right for the context in which they are being made*

*Learn how to evaluate factors and options objectively*

*Make decisions that reflect the risks involved, mitigate those risks where appropriate and maximise the chance of success*

*Communicate decisions effectively in order to ensure buy-in of all stakeholders*



## Duration and format

Two day in-house course which can be tailored to meet particular needs

(one day option also available).

## Who is this course for?

Anyone and everyone required to make difficult decisions at any time in line with their work.

# Decision Making Workshop

Additional course detail

## What's it all about?

This course has been designed as a series of modules so that it can easily be combined with other related courses such as problem solving and creative thinking. One day and two day versions of the course can be designed using the modules below, tailored to your specific requirements.

### • **Module 1 - Understand The Problem**

- Context (the wider strategy, and the 'what', the 'why' and the 'when?')
- Constraints (time & resources)
- Tasks (specified & implied)- What has changed?

### • **Module 2 - Evaluate Factors (cost, trends, demographics, market, population, experience, time, culture, media)**

- What are your competitors doing & why?
- What have you been told to do & why?
- What effects are you trying to achieve and why?
- Where and how can you best achieve them?
- What resources are available to you?
- Where do the actions take place in relation to each other?
- What measures of control do you need to achieve?

### • **Module 3 - Develop & Evaluate Courses of Action**

- Pros & Cons (scoring/rating system)
- Associated risks
- Time, security (market), resources & other factors

### • **Module 4 - Develop Chosen Course of Action**

- Associated Strengths / Risks
- Implementation Plan

### • **Module 5 - Give Direction**

- Communication plan
- Involvement (the 'who?'), intent (the 'what?'), purpose (the 'why?'), pivotal event/moment
- Re-evaluation & assessment of decision
- Follow-up

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## Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'Decision Making' post course learning area of the Illumine website.

### Related Courses

Creativity for Logical Thinkers	An ideal introduction to creativity, covering a range of techniques and the creative process model.
Creative Thinking & Problem Solving	For anyone who is required to solve problems creatively and effectively.

## How can I take this programme?

**In-house courses** - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies. Discuss your needs with an account manager on +44(0)1753 866633 or email [info@illumine.co.uk](mailto:info@illumine.co.uk)

## Continuous Development

CPD recognition is awarded on both public workshops and in-house courses, being dependent on the number of hours spent learning. On request Illumine will provide a certificate of attendance for you to use as evidence and attach to your record card.

### About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

**Public Workshops** - 1 and 2 day workshops.

**In-house Courses** - Specifically for teams or groups from within an organisation, tailoring as necessary.

**FIT Sessions** - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

**Other Options** - E-learning, Facilitation, Coaching, Away-days and Speakers.