

## MANAGEMENT: Making Decisions

**Course duration:** 1 day

**Who should attend:**

This course is valuable for anyone who wants to improve their productivity by making more effective decisions.

**Course benefits:**

Decision-making is an essential part of any manager's job. In this course you will go through the whole process of making good, effective decisions from initial deliberation to final implementation. You will be given tools and techniques to help you become an effective decision maker.

**What you will learn:**

- Analysing decision-making
  - Defining decisions
  - Identifying decision-making styles
  - Knowing your corporate culture
  - Analysing your responsibility
  - Being decisive
- Reaching a decision
  - Identifying issues
  - Deciding whom to involve in a decision
  - Using analytical methods
  - Generating ideas
  - Developing creative thinking
  - Assessing the validity of ideas
  - Gathering information
  - Forecasting the future
  - Using models
  - Minimising risks
  - Using fail-safe strategies
  - Assessing the consequences for staff
  - Making your decision
  - Getting approval for your final decision
- Implementing a decision
  - Developing a plan
  - Communicating a decision
  - Discussing the progress of a decision
  - Overcoming objections
  - Monitoring progress
  - Handling other people's decisions
  - Building on decisions
  - Assessing your ability