

DECISION MAKING

A 90-minute learning nugget for up to 15 participants

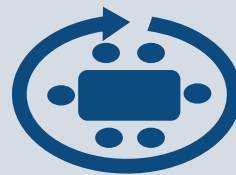
Can be delivered virtually on Zoom or your own company platform

This fun and engaging learning nugget introduces participants to some useful tools to support their management decision making skills, ready to get going as soon as they leave the session.



WELCOME AND INTRODUCTIONS

What kinds of decisions to managers make?
Outcomes and agenda



SIX STEPS TO GREAT DECISION MAKING

Introduction to the key steps of decision making – identifying the decision (choice); gather information; review/debate/weight options; make the decision; apply the decision; review results

THREE TOOLS TO HELP

Quick decisions v Considered decisions, SWOT analysis, pros and cons lists and a model for more complex decision making is shared and demonstrated

APPLICATION OF TOOLS

Considering the 10-10-10 principle can help make decisions faster when procrastination sets in, participants consider some decisions they need to make at work

PRACTISE YOUR SKILLS

Participants use the tools to help define and gather information about the decision they have to make, they weigh their options and either make a decision or define what additional information they need

ACTION PLANS AND INTEGRATION

The session is summarised and actions are planned and shared across the group

