

## COURSE OVERVIEW • EFFECTIVE DECISION MAKING

We make decisions constantly, but how effective are the ones that really count, particularly in business or our working lives? How should we measure an effective decision? These are just some of the aspects covered in depth in this course. The study, understanding and use of tried and tested models, tools and protocols covered in this course will enhance your current decision making practices and efforts. The course also deals with the issues of faulty decisions, traps and ethics. You will learn **effective decision making** analytical techniques with access to templates that will make the analytical process easier. The foundational knowledge and skills on offer through this course provide an opportunity to apply more enhanced and effective decision making skills.

### Topics Covered:

- A brief history of decision-making theory
- The decision-making process, the art of decision making & categorising decisions
- Tools for effective decision making – options and evaluating options
- Organisation based decision making
- Faulty decision making and traps to avoid

### Learning Outcomes:

Participation in the course will provide attendees with:

- A foundational understanding in Effective Decision Making
- An ability to recognise decision types
- An understanding and appreciation of different decision making processes and tools
- An ability to use and implement a range of decision making tools
- Understand organisation based decision making
- An understanding of the behavioural aspects associated with decision making
- An insight to evaluating faulty decision making and considering the ethics and biases involved in making decisions

### Who is this course for?

This training is well suited for:

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|-----------------------------------|----------------------------------|
| • Managers and supervisors        | • Executives and senior managers |
| • Change management resource/team | • Project team                   |
|                                   | • Project support function       |

