



Decision Making

We are constantly engaged in decision making and problem solving, even before we get out of bed, we find ourselves making choices (should I get up now or not?). It's not uncommon to make around 50 decisions before leaving for work. While decision making is a part of our lives some individuals may feel uneasy about it. Perhaps you know someone who struggles with deciding what to eat let alone grappling with decisions at work.

Likewise, we have all likely encountered a solution to a problem. Thought, "I could have come up with that." The key to finding solutions lies not in creativity itself (although that certainly helps) but also in our ability to identify options conduct research and then piece things together effectively. Having a process, for problem solving can alleviate anxiety. Make decision making more manageable.

Course Overview

The first portion of the day will be dedicated in creating an environment where participants can introduce themselves and discuss the agenda for the workshop. Participants will also get a chance to identify their personal learning goals.

This two-day workshop aims to provide participants a guide on:

- Applying problem solving steps and utilizing tools
- Analyzing information to provide clear problem descriptions
- Identifying solutions
- Thinking creatively and actively contributing as a member of a problem-solving team
- Selecting the approach for decision making
- Creating plans for implementing, evaluating and following up on decisions
- Avoiding common mistakes in decision making

Definitions;

To start off participants will explore the meanings of problem solving and decision making. They will also grasp the eight elements of defining a problem by applying these concepts to a case study.

Making Decisions;

In this session, participants will gain knowledge about types of decisions distinguish between facts and information and be aware of common traps in decision making.

Getting Real;

During this session, participants will review their pre assignment. This evaluation will help them assess their problem-solving methods.

The Problem-Solving Model;

During this session participants will learn about a three-phase model that can be applied to problems. They will have an opportunity to put this model into practice through two case studies.

The Problem-Solving Toolkit;

In this session we will explore seven problem solving techniques along, with two tools known as degrees of support and fishbone analysis. We will also discuss methods for fostering thinking, such as brainstorming and brainwriting.

Aspirinia;

Afterward participants will engage in a practical case study that aims to help them internalize and apply the concepts covered far.

Swotting Up;

We understand that solving business problems can differ from dilemmas. Therefore, we will demonstrate how to utilize SWOT analysis within your organization.

Making Good Group Decisions;

Additionally, we'll delve into aspects of team problem solving and introduce decision making tools.

Analyzing and Selecting Solutions;

Furthermore, we'll examine the phase of the problem-solving model; making decisions by analyzing and selecting solutions.

Planning and Organising;

In this part of the session participants will learn about planning and organizing solutions – a part of the problem-solving process. Topics covered include conducting follow up analyses to evaluate results adapting to change and celebrating successes.

Wrap Up of the Workshop

At the conclusion of the day's activities participants will have the opportunity to ask questions and formulate an action plan.

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