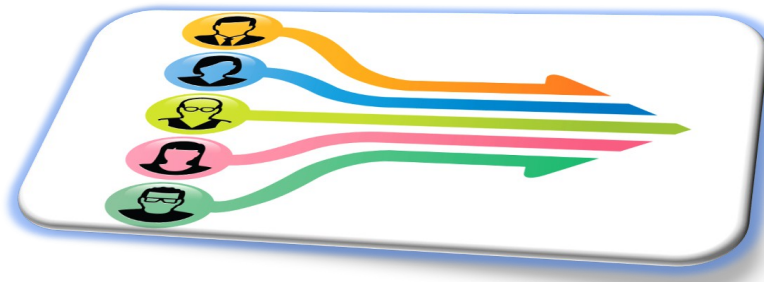


COLLABORATIVE DECISION-MAKING

21ST-22ND JULY 2016



Event Scope:



- Every organization operates by its people making decisions. Managers or technical experts have to plan, organize, lead and control tasks and people by making and implementing decisions. The effectiveness of those decisions and the decisiveness of their implementation determine the team success.
- This development program has the scope to build up the participants' competences in collaborative decision-making and putting those decisions in action in a decisive and constructive way within the organization.

Benefits and program results:



- Build awareness of establishing a culture of decisive action in a company to counteract indecision,
- Self-awareness of psychological pitfalls in creativity and decision making,
- Learn hands-on techniques to enhance individual and group creative and critical thinking,
- Apply tools for individual and group decision-making deployment,
- Share & build personal experiences and practice of creativity and decision-making tactics.

Methodology:

Best Consulting uses a wide range of value-added techniques, tools, applications & learning strategies:



- Interactive presentations and summarizations;
- Feedback from trainer and participants;
- Individual & group coaching
- Focused group discussions and facilitation techniques,
- Visual and analytical techniques,
- Individual and group creativity techniques,
- Team development & team-building exercises that improve teamwork, communication, efficiency, initiative, creativity, solution orientation, etc.
- The Learning process is facilitated by a complete learning experience (act-reflect-think-generalize-apply loop) with direct results on the individual & group level.
- Validated questionnaires followed by feedback and discussions;
- Printed handout presentations, tool applying sequence, questionnaires;
- Printed materials for applications and case studies;
- Recording equipment: photo-camera, audio-video recording camera
- Reaction evaluation forms that measure: training content, trainer delivery style, future recommendations, site facilities, degree of support and opportunity offered by the company.

Duration:

- 2 days of interactive training and group development program

Target group:

- Managers, leaders and technical experts from line and support departments.

Agenda



THE ANATOMY OF DECISION-MAKING: what's it all about

- What a decision really is
- Types of decisions, decision-making traps,
- What's best:
 - No decision or always a decision?
 - Individual or team decision?
- Making decisions individually or in group: rules to choose the best way of decision making as a leader,
- Role of creativity in personal decisiveness and team effectiveness,
- Decision-making D.E.C.I.D.E. steps:
 - **D**etect change (opportunity or problem),
 - **E**stimate magnitude of change (importance vs urgency),
 - **C**hoose & establish goal,
 - **I**dentify alternatives (known solutions or creative new solutions),
 - **D**o the best **D**ecision & **D**ecisive action,
 - **E**valuate results.



COLLABORATIVE DECISION-MAKING WORKOUT & TOOLS: how to make decisive decisions for each D.E.C.I.D.E. step.

- Analytical and critical thinking tools (individual & team level)
 - HEAT map: **H**ot-**E**nabling-**A**dvancement (points) **T**eam map prioritized by: importance-urgency-readiness
 - Pareto analysis and diagram,
 - SMART objectives,
 - Decision making criteria's: feasibility, quality, acceptability, flexibility, legality.
 - Franklins pro's and con's matrix,
 - PICK matrix (impact & effort): Possible – Implement – Challenge – Kill
 - Thomas Saaty matrix
 - FAQ cumulative matrix (Feasibility – acceptability – quality)
 - Nominal group technique
 - Dotmocracy
 - Decision style tree (directive decisions or collaborative decisions)
 - Strengthening Your Decisiveness Ability: Circles of actions
 - Task Board
 - Traffic light action plan
 - Burn-up charts & Burn-down charts
- Creative and lateral thinking tools (individual & team level)
 - Brainstorming
 - Problem reversal
 - Osborn's creativity boosters checklist
 - Lotus Technique
 - Six Thinking Hats





Period/location:

21st-22nd July 2016, Arad

Investment:

250 euro + VAT/person (lunch and coffee breaks included)

BEST CONSULTING