

# Decision Making Skills Workshop

## One Day Workshop

If you are required to make decisions, if you want people to believe in the decisions and if you want to demonstrate that you can make quality decisions, you should attend this workshop.

### OBJECTIVES

We make decisions and actions follow. Good decision-making is based on timeliness, having sufficient information to make a decision and prosecuting the process of making that decision. The ability to make a decision is based on having the facility to collect information, consider the alternatives and select the best course of action. This workshop shows how to collect information, consider the alternatives using quantitative and qualitative judgment and to select alternatives that are achievable, fair and realise the organisational goals. At the conclusion of the workshop participants will have decision-making models, practised decision-making and have sufficient tools to take back to the workplace to make quality decisions promptly. This workshop promotes excellent, cogent decision-making as a stepping stone to better management and high work achievement.

### OVERVIEW

This course is designed for anyone who wants to

- Understand how good decisions are made efficiently
- Access decision making models
- Learn how to influence through clear decision-making
- Sleep easy having made the “hard decisions”

Through a series of interactive and fun exercises, participants will develop their decision-making skills and their understanding of how to get their decisions to stick.

### PRESENTER

Allister Polkinghorne is a management consultant working on safety in the high-risk industries of low altitude aviation, explosives security and open cut gold mining. With a Masters degree in Management and an economics degree, he owns a retail business, works as a professional pilot and undertakes substantial work in risk management. He has conducted risk management training and safety education for a large range of public and private sector organisations. He is highly sought-after for organisational strategy work and routinely helps people make strategy decisions by considering the spectrum of choice available.

## SCHEDULE

9:00am	<b>WELCOME AND ICEBREAKER</b>
9.30am	<p><b>We need a decision and we need it now!</b> The who, what, why of decision making.</p> <p>Learn why decision-making timeliness and integrity is extremely important. Learn how to identify who is affected by the decision and how to identify the alternatives available.</p>
11:00am	<i>Morning Tea (20Minutes)</i>
11.20am	<p><b>What is the decision?</b> The how of decision making.</p> <p>Decisions are made without every piece of information being available. All you need is sufficient information to make the decision. Quantitative and qualitative information and the desired outcome are the keys. Weighing up the information is the same whether it is a \$500 or \$5 million decision.</p>
1:00pm	<i>Lunch (45 minutes)</i>
1:45pm	<p><b>Selling the decision</b></p> <p>If you've done your homework on the decision-making, selling the decision is easy. Discover the many ways to package a decision and sell it up the management chain or down through the organisation. The session looks at key benefits, the positive sell and dealing with unpalatable outcomes of good decisions.</p>
3:30pm	<i>Afternoon Tea (20 Minutes)</i>
3:50pm	<p><b>Decision-making in action</b></p> <p>Make decisions, based on the information available and persuade your course peers that the decision you make is the best one available. This fun session will give you some practise in implementing the learning from the day and discovering the positives that come from the decision-making.</p>
4:45pm	<b>How to implement what we've learned/Feedback/Close</b>
5:00pm	<b>Finish</b>

## Enrolment Form – Decision Making Skills Workshop

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to [courses@acorntraining.com.au](mailto:courses@acorntraining.com.au)

**Venue:** Acorn Training Centre: 74 Townshend St Phillip 2606  
**Course date:**  
**Time:** 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation \_\_\_\_\_ Branch/Division \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

### **Payment Details**

---

Total price \$545 x \_\_\_\_\_ attendees = \$ \_\_\_\_\_ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

#### **1. Credit Card** (Amex, Diners, Visa, MasterCard)

Name \_\_\_\_\_ Card No \_\_\_\_\_

Expiry date \_\_\_\_\_

#### **2. Invoice**

Signed off by \_\_\_\_\_ Name \_\_\_\_\_

Email invoice to: \_\_\_\_\_

**Terms:** Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

If you do not wish to receive these emails place remove in the subject line of a return email.