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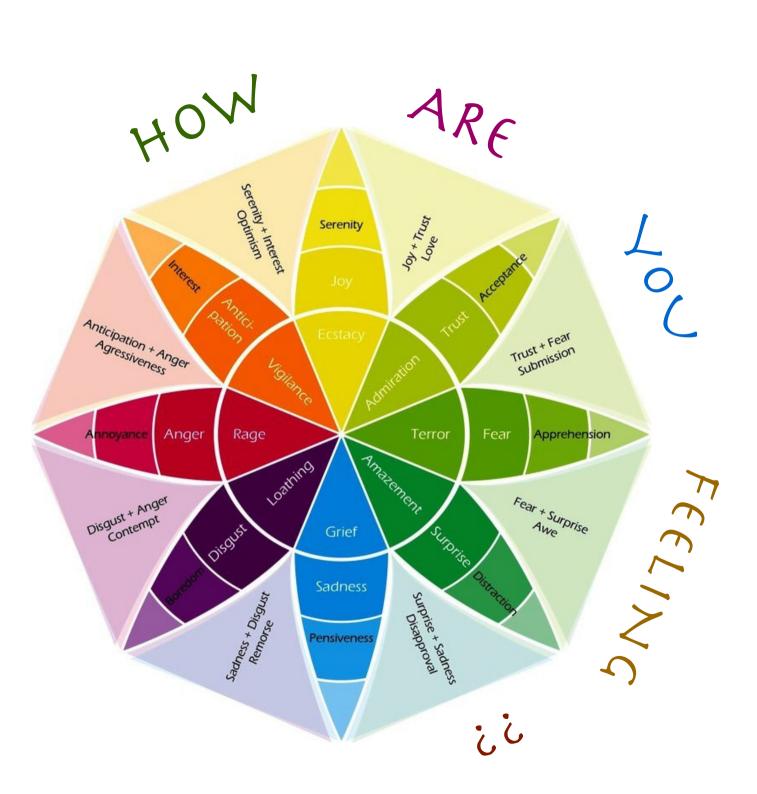
LIFE SKILLS

- Decision Making



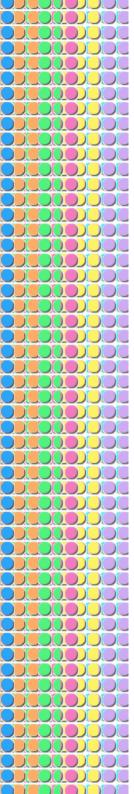
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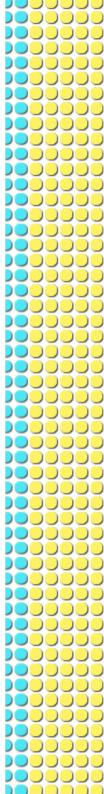
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What is Decision Making ?

Decision-making involves the selection of a course of action from among two or more possible alternatives in order to arrive at a solution for a given problem

Decision making process is a consultative affair done by a comity of professionals to drive better functioning of any organization

Decision making process can be regarded as check and balance system that keeps the organisation growing both in vertical and linear directions

it is a continuous and dynamic activity that pervades all other activities pertaining to the organization





There are a number of problems that can prevent effective decision-making. These include:-





<u>TYPES & TECHNIQUES OF</u> <u>PECISION MAKING</u>

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TYPES OF DECISION MAKING

Tactical and Strategic Decisions

These decisions are
those which a manager
makes over and over
again adhering to
certain established
rules, policies and
procedures
They influence the
future of the business
and involve the entire
organization

Programmed and Non-programmed Decisions

 These decisions are basically of a routine type for which
systematic procedures have been devised
The non-programmed decisions are complex and deserve a specific treatment

Basic and Routine Decisions

 These decisions require the formulation of new norms through deliberate thought provoking process
Routine decisions are of repetitive nature and hence, require relatively little consideration

TYPES OF DECISION MAKING

Organizational and Personal Decisions

★ Organizational decisions are those which an executive takes in his official capacity and which can be delegated to others

★ Personal decisions are those which an executive takes in his individual capacity but not as a member of organization

Off-the-Cuff and Planned Decisions

★ These decisions can be taken easily and may be directed towards the purposes of the enterprises

★ They are based on facts and involve the scientific process in problem solving

Policy and Operating Decisions

- Policy decisions are those which are taken by top management and which are of a fundamental character affecting the entire business
 - ★ Operating decisions are those which are taken by lower management for the purpose of executing policy decisions

Policy, Administrative and Executive Decisions

- ★ Policy decisions set forth goals and general courses of action,
 - ★ Administrative decisions determine the means to be used
- ★ Executive decisions are those made on a day-to-day basis as particular cases come up

Techniques Of Decision-Making

<u>There are</u>

<u>certain highly</u>

<u>effective as</u>

<u>well as</u>

systematic approaches

<u>that can help</u>

<u>us in taking</u>

<u>the right</u>

decisions with

<u>great</u> <u>consistency</u>



- ✓ In this method, decisionmaking is an executive power, and the decisions are taken by a central authority
 - ✓ This decision-making technique is beneficial in emergencies when there is not enough time to hold discussions
- One of the major drawbacks of this method is ignorance about alternate options or opinions



✓ Consultation is the commonest among all the decision-making techniques for taking long-term decisions

 ✓ Under this technique, the decision-maker seeks inputs from others and considers them diligently, but the eventual power of decision remains with her

✓ It involves taking the opinions of multiple people and indepth evaluation and discussions

Techniques Of Decision-Making



 Voting is considered one of the most democratic techniques of decision-making in management

✓ During this process the available options are brought to the notice of all group members and each action is deliberated upon

 Voting techniques of decisionmaking in management are time-bound which ensures that the process does not drag for too long



 Brainstorming is among the various techniques of decision-making that proves beneficial when there are no clear options in sight

 Under this technique, all group members get together to find options through discussion and debater

✓ This is one of the lengthier processes of decision-making as there are usually a lot of ideas and differences of opinions

Techniques Of Decision-Making

 This is easily among the best decision-making methods while going for an acquisition or a major purchase

Multi-point

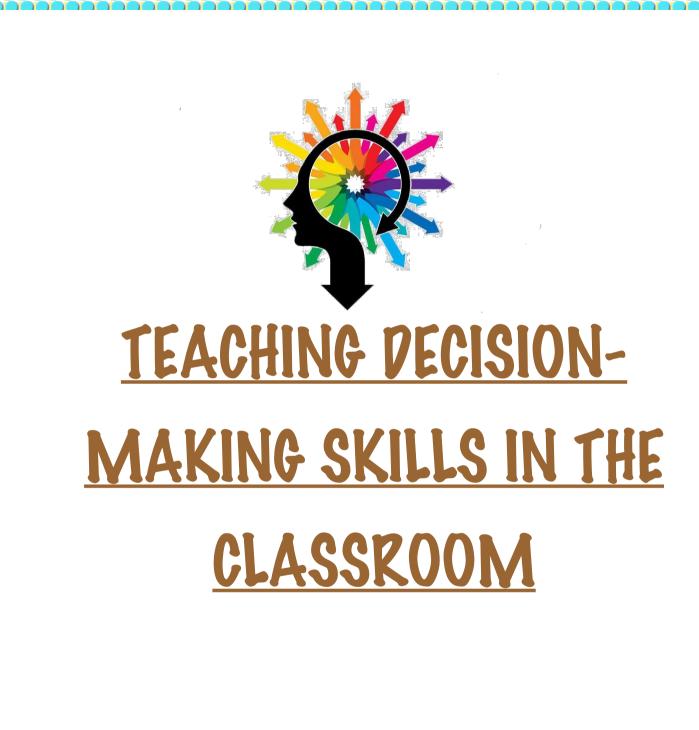
analysis

- ✓ Under this technique, businesses undertake a systematic evaluation of all options available to them.
- ✓ Factors such as cost, return on investment, quality, performance, and skill required, among other relevant points, get evaluated



 Among all the decisionmaking techniques, the consensus method is the most difficult and time-consuming

- In this process, the group holds several rounds of discussions until everyone unanimously agrees upon a decision
- ✓ This is one of those decisionmaking methods that requires everyone to overcome their differences and decide in favor of one option



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Problem solving vs. decision making First, the students should understand that problem

solving and decision making are two separate things

* Problem solving means being forced to make a decision because of conditions beyond your control

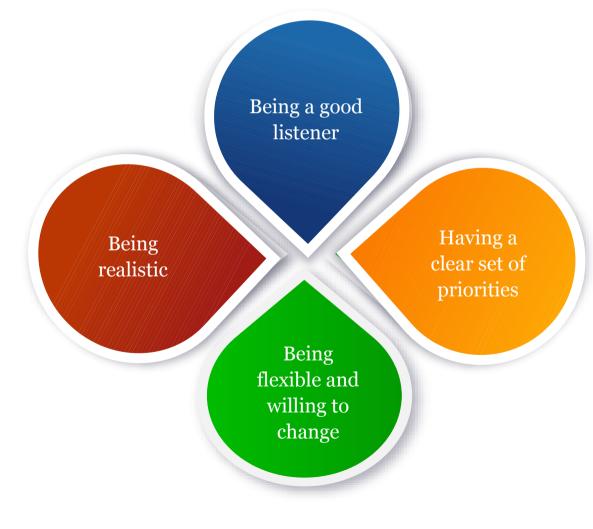
 Decision making means choosing to make a decision because you wish for something to occur that is not occurring at the present time

 Decision making occurs because you want something to happen, while problem solving occurs when a problem arises



Characteristics of good decision makers

Teach your students these additional characteristics that most good decision makers have in common:-



The three most important criteria for good decision making are:-

- ★ <u>Values</u>: What your students value determines their behaviour. Their beliefs produce attitudes, attitudes produce feelings and feelings lead to behavior.
- ★ Experience: We all learn to make decisions through experience. Time will tell if a decision is good or bad
- ★ <u>Common sense</u>: Common sense, or what you know, is a key component in choosing one path versus another. Use what you know to help you make the best decision



PERSONAL SWOT ANALYSIS FOR STUDENTS

Strengths

- What are you confident about?
- What are you looking forward to?
- What are you enjoying right now?

Weaknesses

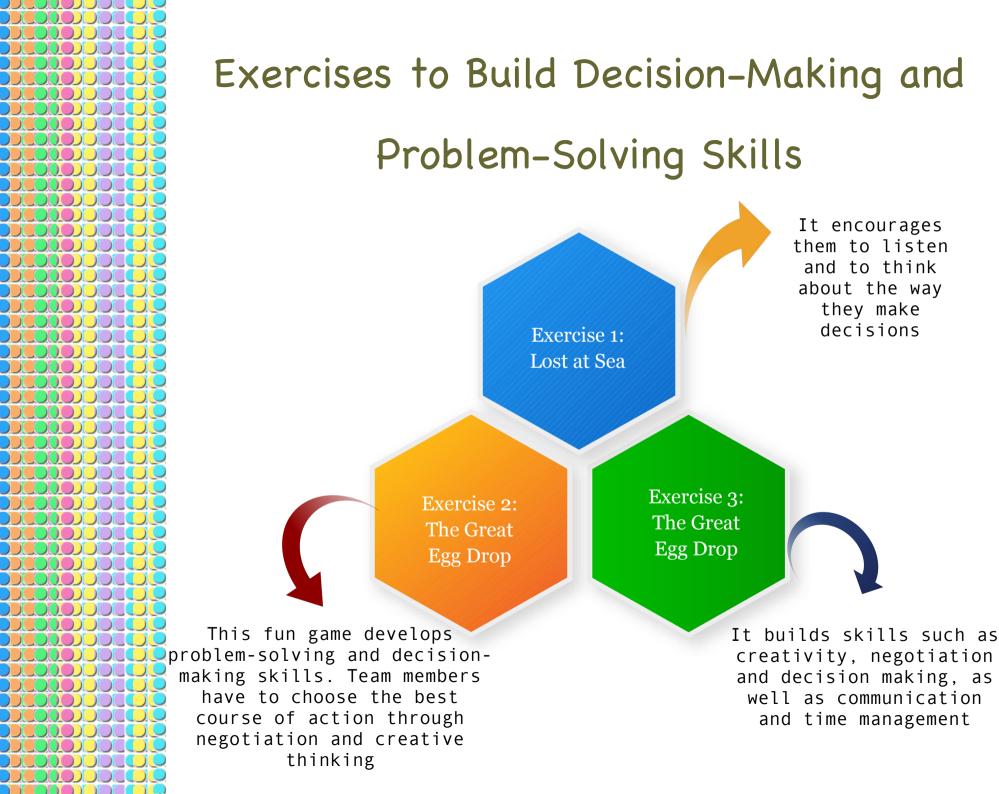
- What are you unconfident about?
- What causes you stress?
- What do you fear?

Opportunities

- What do you feel about developing your self-confidence?
- What opportunities are there in this for you as a student?

Threats

- Do you feel threatened by the thought of changing your reactions?
- What are the dangers in this to you as a student?



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THANK YOU!!



