

# Decision Making Skills Course Brochure

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1 Day Practical Workshop



# Contents

- Course Overview..... 2
- Why Choose DCM Learning ..... 3
- Course Objectives & Benefits.....4
- Course Content.....5
- Trainer Profile.....6
- Who We Work With .....8
- Contact Details .....9



# The Right Fit.....For You

**This Decision Making Skills course has been designed to help learners increase their self-awareness and enhance their existing Decision-Making skills in a dynamic and thought-provoking way.**

Our one day **Decision Making Skills** course is suitable for those who are responsible for making and recommending decisions. This course has been designed to teach learners **how to apply systematic decision-making processes** to reduce risk and **choose the best course of action** for their project, team and organisation.

During the course you will learn how to set the context around which decisions must be taken, how to evaluate all factors involved to develop possibilities, how to assess each possibility against set criteria to identify the best option and then **how to develop that into a successful decision.**

Our aim is that each learner leaves our courses with a list of **key points to take away and work on back on the job.**

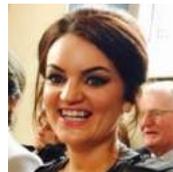
*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

Dearbhla Casey, HR Manager, Irish Country Meats



*"We are all very happy with the training carried out last week & will definitely be in contact in the future."*

Aoife O'Rourke, Key Account Manager, Tool & Plastic



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

Jonathan Latimer, Fleet Training Instructor, City Jet





# Why Choose Our Decision Making Course

DCM Learning's Decision Making Skills Course has been designed to teach learners how to apply systematic decision-making processes in the workplace to reduce risk and choose the best course of action for their project, team and organisation.

## Specific reasons to choose this course:



**Experienced:** We have trained over 231 individuals successfully in Decision Making Skills over the last two years.



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field.



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

## You're in Good Company

We have delivered our Decision Making Skills programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.





# Decision Making Skills Course Outline

## COURSE OVERVIEW

This 1-day course is suitable for those who are responsible for making and recommending decisions. This course has been designed to teach learners how to apply systematic decision-making processes to reduce risk and choose the best course of action for their project, team and organisation.

During the course you will learn how to set the context around which decisions must be taken, how to evaluate all factors involved to develop possibilities, how to assess each possibility against set criteria to identify the best option and then how to develop that into a successful decision.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Apply a robust decision making process that works
- Evaluate the relevant factors effecting their decision
- Identify alternatives for a given problem and systematically evaluate each
- Communicate the decision to promote buy in and enhance commitment
- Re-evaluate and assess decisions made
- Be confident in the knowledge that the best decisions are being made
- Apply the decision making process to a "live" decision they are currently facing
- Have a personal action plan to apply learning back on the job

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: INTRODUCTION TO DECISION MAKING

- Components of a good decision
- Challenges of making a good decision
- Group decision making
- Limitations on rational decision making
- Decision making process - Problem Identification; Decision Criteria; Generating Alternatives; Evaluating Alternatives; Implementing Best Alternative; Evaluating Effectiveness

## TOPIC 2: UNDERSTANDING THE PROBLEM

- Putting the problem into context - What? Why? When?
- What are the constraints?
- Evaluating the Factors and criteria effecting the final decision

## TOPIC 3: GENERATING AND ASSESSING ALTERNATIVES

- Techniques for generating alternatives
- Rating/Scoring the pros & cons of each
- Identifying and mitigating risks

## TOPIC 4: IMPLEMENTING THE CHOSEN ALTERNATIVE

- Implementation Plan?
- Communicating your decision
- Re-evaluating and assessing your decision



## Andrew Woods

### Training Associate

Andrew is a Trainer, Consultant and Executive Coach with expertise built through a 20-year successful track record in Leadership, Team Development, Communication Impact and Customer Service Excellence. He is dedicated to providing impactful and sustainable workplace learning by creating authentic and practical learning experiences for clients. He is an Executive / Team Coach and Business Mentor for any size organisation.

His senior management career background provides a solid platform for all his interventions. He is a natural communicator who imparts his knowledge with humor and enthusiasm, encouraging and supporting individuals, teams and organisations to excel.

He has accumulated a wealth of business knowledge and experience across many sectors in local and international markets and has successfully delivered projects and interventions on 4 continents including UK, Australia, New Zealand, USA, Germany, South Africa and Ireland.

Some of Andrew's qualifications and affiliations include:

- A member of the IITD and ICF, he has an advanced qualification in Executive and Career
- Coaching through the Irish Life Coach Institute.
- Belbin (team type) Accredited

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*"Just a little note to thank you Andrew for your support with organising and running the training here in Sidetrade. I really enjoyed the session and the feedback I've received is amazing."*

**Niamh Noonan, HR Partner, Sidetrade**





# Inhouse Training, One Size Doesn't Fit All.

**Does your team need Decision Making Skills training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

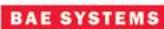
Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
<b>Cost</b>	€1,095 per day	€995 per day	€895 per day
<b>Materials</b>	Included	Included	Included
<b>Travel Expenses</b>	Included	Included	Included
<b>Areas Covered</b>	All Counties	All Counties	All Counties
<b>Customisation</b>	Course Customised	Course Customised	Course Customised
<b>Survey</b>	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
<b>Account Management</b>		Dedicated Account Manager	Dedicated Account Manager
<b>Free Public Course</b>		1 Free Place	3 Free Places
<b>Public Course Discount</b>		15%	25%



# Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

**DUBLIN**

- ☎ 01 5241338
- ✉ [dublin@dcmlearning.ie](mailto:dublin@dcmlearning.ie)
- 📍 Guinness Enterprise  
Centre

**CORK**

- ☎ 021 2429691
- ✉ [cork@dcmlearning.ie](mailto:cork@dcmlearning.ie)
- 📍 Atrium Business Centre  
Blackpool Business Park

**DROGHEDA**

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Co. Louth