



# Decision making - confidently and quickly

## Solve problems through the right decision method

### Seminar objective

In your everyday work, you are constantly making decisions that have consequences for the further success of your team and company. In this course, you will learn about different decision-making methods and analyze which "decision-maker type" you are - because it is possible to learn how to make decisions competently and thoughtfully, even under time pressure. The complexity of decisions can often be reduced with certain methods. In the seminar, you will therefore learn about the various methods using hands-on examples -enhancing your ability to make the right decision at the right time. You will also be made aware of possible pitfalls, thinking errors and blind spots, which in turn could lead to wrong decisions.

### Seminar content

#### Key Fundamentals:

- Methods and techniques of decision preparation
- The process of decision making: sovereignty and making decisions
- Criteria and evaluation of decision making
- The development of alternatives

#### Challenges you can expect to face:

- Evaluation problems in decision making: problem solving skills.
- Implementation problems in organizations
- Possibilities and limitations of systematic decision making
- The enforcement of decisions
- Decision techniques at a glance

#### Distinguishing methods of analysis:

- The rational decision and the intuitive decision
- Sequence of a practical decision-making process
- "Soft skills" in decision making
- Making decisions faster and more efficiently
- Critical points during decision making

#### Preliminary measures for implementation in practice:

- Typical decision patterns
- The decision matrix
- CAF and PMI methods
- Decisions in teams
- Realize decisions

### Methodology

Moderated discussion Trainer input Simulation of everyday situations  
Supervision Exercises with individual feedback

### Target audience

The seminar is aimed at specialists and managers from business enterprises of all sizes and industries as well as from public

#### Course ref.

AO3002

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Münster

20.06.2024 - 21.06.2024  
29.08.2024 - 30.08.2024  
28.11.2024 - 29.11.2024  
20.03.2025 - 21.03.2025  
12.06.2025 - 13.06.2025  
28.08.2025 - 29.08.2025  
27.11.2025 - 28.11.2025

#### Fee

1.150,00 € (ex. VAT)  
1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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