

COMPÉTENCE – Prise de décision

ELEBO

Importance of effective decision making in the workplace:



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Decision making is a process of choosing between possibilities. It is often part of problem solving. The more complex the decision, the more factors you'll need to consider before deciding on a course of action. There are many [tools and strategies](#) that can help you to make decisions more thoughtfully and effectively.

Decision making is often an integral part of a leader's role in the workplace. Even if you aren't in a leadership position, your ability to make decisions can still have a positive or negative impact on your work-life as well as your company as a whole. Being able to effectively make good decisions can provide a number of benefits.

Examples of the benefits of making good decisions:

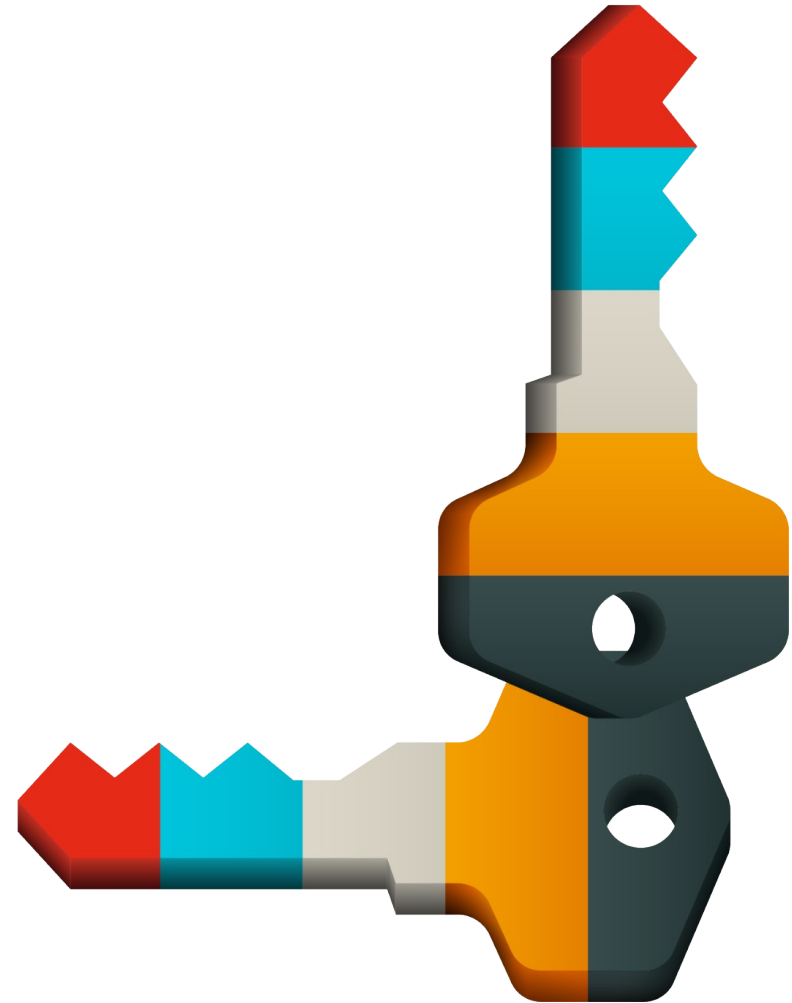
- Save time and resources
- Cultivate and maintain the respect of others in the workplace
- Improve productivity
- Prevent mistakes and risks

Key factors for effective decision making



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- Identifying the Problem: to understand the importance of accurately identifying problems before making decisions
- Collecting and analyzing information
- Considering alternatives and outcomes
- Making a decision
- Communicating the decision





Identifying the problem

1. Define the problem clearly and specifically: this will help to identify the root cause and find the right solution
2. Identify the impact of the problem: this will help to prioritize and allocate appropriate resources
3. Analyze the underlying causes of the problem: this will help to prevent the repetition of the problem
4. Involve stakeholders in the problem solving process: this can provide important insights and perspective
5. Use evidence and data to support the problem identification: this will help to the objectivity of the identification and to develop effective solutions



Considering alternatives and outcomes



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Identify all possible alternatives:

Brainstorm multiple options and evaluate the pros and cons of each

Evaluate the potential outcomes:

Consider the short and long-term consequences of each alternative and how it aligns with organizational goals and values

Assess the risks and benefits:

Analyze the potential risks and benefits of each alternative and determine which option provides the greatest benefit with the lowest risk

Consider the impact on stakeholders:

Evaluate how each alternative impacts stakeholders such as employees, customers, and shareholders, and prioritize their interests accordingly

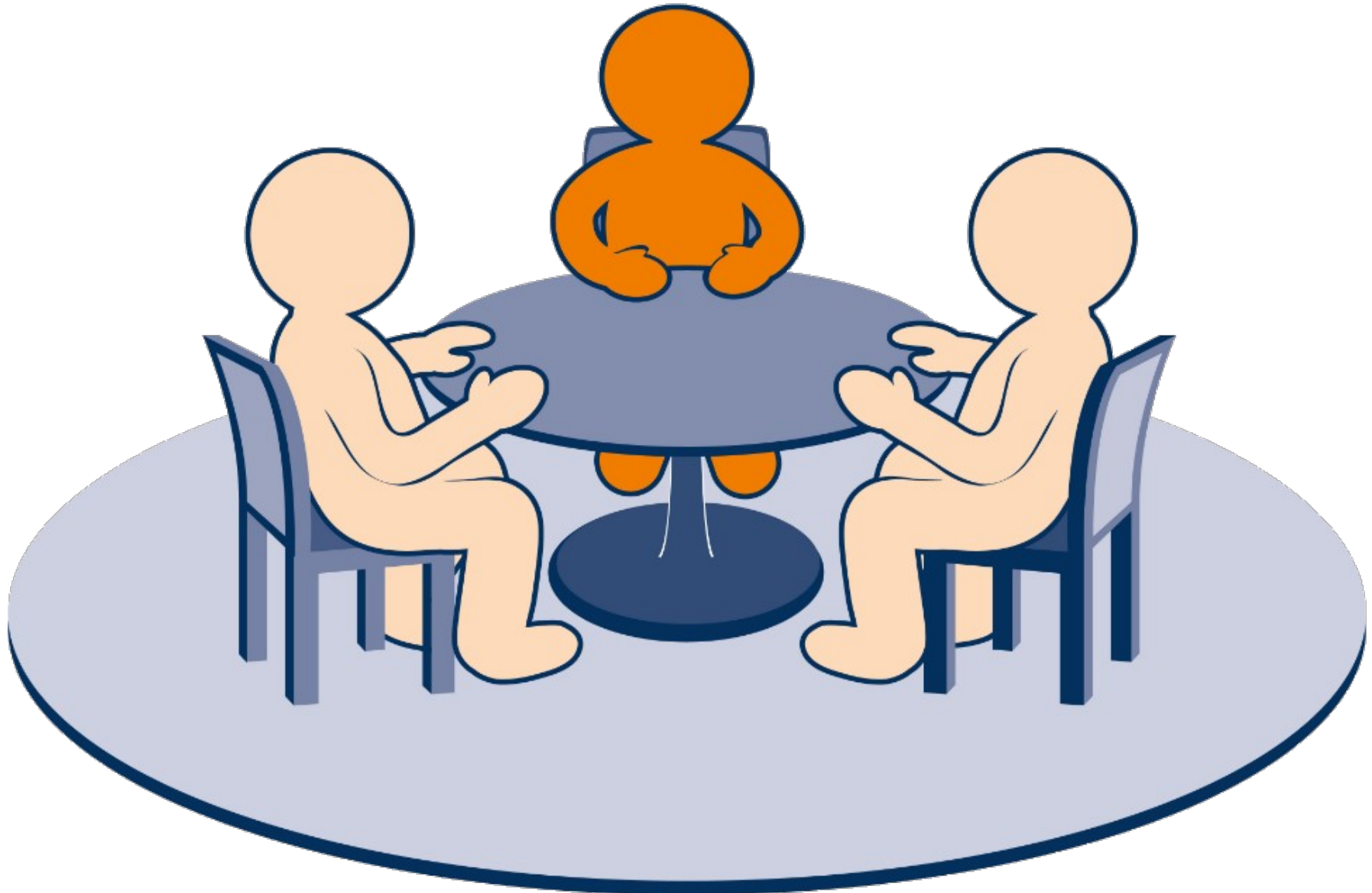


Making the decision

To effectively make a decision, one must identify the problem, collect and analyze information, consider alternatives and outcomes before ultimately making and communicating the decision.



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Communicate the decision



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- To emphasize the importance of clear communication when conveying decisions
- To educate HR and team leaders on the importance of effective decision making in the workplace
- Clear communication is crucial when conveying decisions
- To ensure that decisions are understood and implemented correctly



Benefits of effective decision making

1. Effective decision making promotes collaboration and communication within teams
2. Clear decision-making processes improve communication and reduce confusion: When everyone knows how decisions will be made, it's easier to communicate and collaborate effectively.
3. Involving diverse perspectives in decision making leads to better collaboration and innovation: This leads to more innovative solutions and better collaboration
4. Effective decision making improves trust among team members: When team members trust that decisions are made fairly and transparently, they are more likely to collaborate effectively and communicate openly.





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