

SKILL 1 – COMPLEX PROBLEM SOLVING



1) DESCRIPTION OF THE TOOL

Impact and Effort Matrix- In this decision-making exercise, different courses of action are drawn out based on two criteria: the amount of work needed to carry them out and their prospective effects. Although some concepts are expensive, they might be more effective in the long run than quick fixes. This kind of thought classification can be helpful in decision-making since it forces participants to weigh and consider actions before committing to them.

2) OBJECTIVES OF THE TOOL

- Categorising ideas that is a useful technique in decision making
- Balancing and evaluating suggested actions before committing to them
- Visualisation of the decision process

3) CONNECTION OF THE TOOL WITH THE SKILL

Leadership skills are interwoven with decisiveness, the ability to make decisions quickly and effectively, which may subsequently have a financial impact. Making decisions is a crucial aspect of a leader's job. Your team's success can be greatly impacted by your ability to make quick and wise judgments, whether it's selecting between several tactics, allocating resources, or settling problems.

The tool enables leaders and managers to assess the impact and effort that is required for an action through a grid. This way, they can visualise the effort a task takes and the impact it has so they can safely make a decision by categorising and prioritising tasks.

4) RESOURCE MATERIALS

Player count: Based on small groups, but may accommodate any number

Duration of Play: 30 minutes to 1 hour, depending on group size

5) HOW TO APPLY THE TOOL

1. Think about your criteria

It is critical to think about which factors are most vital when making a decision in order to properly design a decision matrix. Ranking criteria according to their respective relevance is crucial in this regard.

2. Create a table.

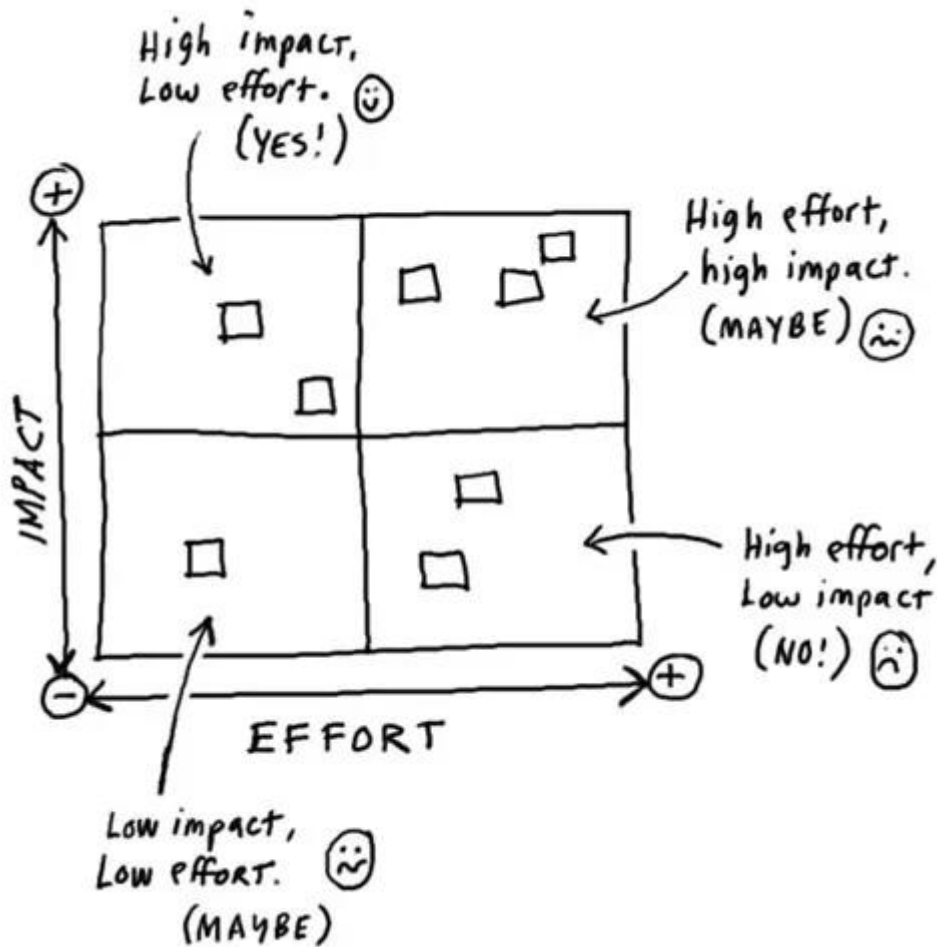
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A decision matrix is a tool for comparing and choosing the best option from a variety of options. It is a table with several elements or decision-making criteria listed in one column and potential options and criteria to evaluate in another. By classifying possibilities according to their respective merits and the effort it takes to be accomplished, the decision matrix can assist organizations in reducing the complexity of their decision-making process.

3. Determine the importance of each criterion.

The criteria vary but typically include cost, technical feasibility, business impact, and risk.

Group activity instructions: Ask the group to generate ideas individually on sticky notes. Then, using Post-Up, ask them to present their ideas back to the group by placing them within a 2x2 matrix that is organized by impact and effort: Impact: The potential payoff of the action, vs. Effort: The cost of taking the action.



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6) WHAT TO LEARN

Grids for decision-making are useful tools for making choices that have a number of advantages. They can reduce the amount of time needed to make decisions, to start. This is due to the fact that decision-making gridlines visually reflect the options and criteria, helping you to immediately recognize prospective opportunities. Additionally, you can simplify your options and lessen decision fatigue by using decision grids. You can choose which option to concentrate on by rapidly determining the crucial aspects and criteria using a decision-making grid.

Grids for decision-making can also help you make decisions with more impartiality. This is due to the fact that it offers a precise framework for decision-making and aids people in conducting an objective analysis of pertinent aspects. Finally, you can reduce stress by employing decision-making grids. This is because they give people a framework for considering different aspects of a decision and prevent them from feeling overwhelmed by their many options. In conclusion, people can use decision-making grids to make more deliberate and knowledgeable decisions that will aid their personal and professional endeavours.



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