

Planning and Decision Making

CORPORATE LEARNING COURSE

“TEAM BUILDING” BLOCK

SEMINAR 3.5

SEMINAR OVERVIEW

SCOPE

This lesson discusses planning and decision making as very important concepts for a manager. These principles combine to form perhaps the most important function of the principles of management. Most experts believe managers cannot be effective unless they plan. A large part of planning is decision making and thus, this lesson will devote much of its time to decision making. Managers must not shy away from making the decisions that impact themselves, their employees, and their organization. Some decisions are simple and some require much effort to effect the organization in positive ways and achieve organizational objectives.

OBJECTIVES

- 1. Define planning in an organizational setting*
- 2. Describe the steps in the planning process*
- 3. Explain the importance of strategic planning to an organization*
- 4. Identify the two components in the process of decision making*
- 5. Describe the context factors associated with decision making*
- 6. Explain the decision support process*

DURATION

75 minutes

SEMINAR OUTLINE & MAIN POINTS

- I. Introduction*
 - Why is planning so important to a manager?*
 - Lesson Overview*
- II. Planning Process*
 - Six steps*
- III. Types of Planning*
 - Long-range planning, Tactical and Contingency*
- IV. Decision Making*
 - Components in the process*
 - Human information processors*
 - Context factors*
 - Models of decision making*