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Yr. & Section: **IV-7 BSEVE**

Reporter # **15**

Topic: **Decision Making**



Objectives:

At the end of this lesson, the students would be able to:

- a. identify the steps in decision making and the problems that can prevent effective decision making;
- b. recognize the importance of steps in decision making; and
- c. follow the steps in effective decision making.

Materials:

LCD Projector

Newspaper

PowerPoint Presentation

White Board Marker or Chalk

References:

Effective Decision Making

Published by Skills You Need (Retrieved November 1, 2015)

<http://www.skillsyouneed.com/ips/decision-making.html>

Decision Making Process

Published by Dartmouth (Retrieved November 1, 2015)

<http://www.umassd.edu/fycm/decisionmaking/process/>

A Systematic Approach for Making Decision

Published by Mindtools (Retrieved November 1, 2015)

https://www.mindtools.com/pages/article/newTED_00.htm

Success is a Decision: Tim Conor (2010)

Activity:

Group the class into 4. In a circled newspaper, the members will step in wew part of the newspaper and hold the upper part. The members will walk from point one to point two inside the newspaper without tearing it. The first one to finish will be the winner.

Processing Questions:

C 1. What did you do in the activity?

C 2. In the activity what are the step/s you did before you have the final decision?

A 3. Was it easy for you to decide on how to make a decision? Why?

C 4. Why is it important to think thoroughly before making a decision?

B 5. As a student, how can you make a good decision?

Abstraction:

What is decision-making?

Decision Making is the process of making choices by setting goals, gathering information, and assessing alternative occupations.

In its simplest sense, decision-making is the act of choosing between two or more courses of action.



Effective Decision-Making



Decisions need to be capable of being implemented, whether on a

personal or organisational level. You do, therefore, need to be committed to the decision personally, and be able to persuade others of its merits.

An effective decision-making process, therefore, needs to ensure that you are able to do so.

What Can Prevent Effective Decision-Making?



There are a number of problems that can prevent effective

decision-making. These include:

- 1. Not Enough Information**
- 2. Too Much Information**
- 3. Too Many People**
- 4. Vested Interests**
- 5. Emotional Attachments**

6. No Emotional Attachment

As you can see, there are seven steps in effective decision making.

Step 1: Identify the decision to be made. You realize that a decision must be made. You then go through an internal process of trying to define clearly the nature of the decision you must make. This first step is a very important one. process of trying to define clearly the nature of the decision you must make. This first step is a very important one.

Step 2: Gather relevant information. Most decisions require collecting pertinent information. The real trick in this step is to know what information is needed, the best sources of this information, and how to go about getting it.



Step 3: Identify alternatives. Through the process of collecting information you will probably identify several possible paths of action, or alternatives.

Step 4: Weigh evidence. In this step, you draw on your information and emotions to imagine what it would be like if you carried out



each of the alternatives to the end.

Step 5: Choose among alternatives. Once you have weighed all the evidence, you are ready to select the alternative which seems to be best suited to you.

Step 6: Take action. You now take some positive action which begins to implement the alternative you chose in Step 5.

Step 7: Review decision and consequences. In the last step you experience the results of your decision and evaluate whether or not it has "solved" the need you identified in Step 1.

If the decision has not resolved the identified need, you may repeat certain steps of the process in order to make a new decision.



Having Made the Decision...

Finally, and perhaps most importantly, once you have made a decision, don't waste your time thinking about 'what ifs'. If something does go wrong, and you need to revisit the decision, then do. But otherwise, accept the decision and move on.



Apply This to Your Life..

Think about an upcoming decision you have to make. How could this seven-step process help organize your own decision-making process?



Next time your team has to make a decision, use this seven-step approach to streamline the process.

Graphic Organizer:

Decision Making

It is the process of making choices by setting goals, gathering information, and assessing alternative occupations.

7 Steps in Effective Decision

