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