

Management Reporting and Decision Making Training

Description

Introduction

Management reporting and decision making are core skills for all managers and professionals. Effective decision making depends upon having both well presented information (be that in the form of a written report or an oral presentation) and the ability to analyse and assess that information and test the quality of the conclusions drawn. By the same token, effective management reporting requires an understanding of the decision making process so that decision makers' needs can be properly met with all relevant information provided in a clear, concise and objective way.

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objectives

- develop their management reporting skills so as to enhance the quality of decision making in their organisations.
- develop their decision making skills and take both a structured and creative approach to decision making.
- develop the ability to identify information needs and assess and interrogate the validity of the information and proposals presented to them.

Contents

Day One

The Decision Making Process and Skills

- Programme introduction and objectives
- The management decision process
- Creative thinking and problem solving
- Forms and forums for decision making
- Synergy and group think in decision making
- De Bono's 'Thinking Hats' and the decision making process

Day Two

Managing Information/ Writing Reports and Proposals

- Information management – what decision makers need
- Principles of information management – filtering, scheduling and condensing
- Sources and types of information – quantitative and qualitative
- Features of effective reports and proposals
- The writing process – using time efficiently
- Clarifying objectives and decision makers needs
- Determining relevance – what to put in and what to leave out
- Structuring a report
- Developing logical sequencing
- Use of appendices, tables, diagrams and figures

Day Three

Writing Reports and Proposals (cont)/Making Presentations for Decision Making

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- Improving readability and fog factor analysis
- Sentence and paragraph structure
- Grammar and punctuation
- Getting the best from spell and grammar checks
- Proofreading
- Principles of effective presentations
- Handling nerves and using notes
- Content and structure

Day Four

Making Presentation for Decision Making (Cont)

- Body language and voice
- Using visual aids and stage management
- Designing effective and impactful slides with PowerPoint
- Choosing words with impact – using rhetorical devices
- Making team presentations
- Participants' presentations and feedback session (1)

Day Five

Committee Reporting and Decision Making

- Participants' presentations and feedback session (2)
- Questioning and question handling skills
- Building support for ideas
- Influencing skills and 'political' dimensions
- Implementing and monitoring decisions

- Programme review

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