



# Decision making - confidently and quickly

## Solve problems through the right decision method

### Seminar objective

In your everyday work, you are constantly making decisions that have consequences for the further success of your team and company. In this course, you will learn about different decision-making methods and analyze which "decision-maker type" you are - because it is possible to learn how to make decisions competently and thoughtfully, even under time pressure. The complexity of decisions can often be reduced with certain methods. In the seminar, you will therefore learn about the various methods using hands-on examples -enhancing your ability to make the right decision at the right time. You will also be made aware of possible pitfalls, thinking errors and blind spots, which in turn could lead to wrong decisions.

### Seminar content

#### Key Fundamentals:

- Methods and techniques of decision preparation
- The process of decision making: sovereignty and making decisions
- Criteria and evaluation of decision making
- The development of alternatives

#### Challenges you can expect to face:

- Evaluation problems in decision making: problem solving skills.
- Implementation problems in organizations
- Possibilities and limitations of systematic decision making
- The enforcement of decisions
- Decision techniques at a glance

#### Distinguishing methods of analysis:

- The rational decision and the intuitive decision
- Sequence of a practical decision-making process
- "Soft skills" in decision making
- Making decisions faster and more efficiently
- Critical points during decision making

#### Preliminary measures for implementation in practice:

- Typical decision patterns
- The decision matrix
- CAF and PMI methods
- Decisions in teams
- Realize decisions

### Methodology

Moderated discussion Trainer input Simulation of everyday situations  
Supervision Exercises with individual feedback

### Target audience

The seminar is aimed at specialists and managers from business enterprises of all sizes and industries as well as from public

#### Course ref.

AO3002

#### Participants

not more than 9 participants

#### Schedule

1. Day: 10:00 - 17:00  
2. Day: 09:00 - 16:00

#### Location & dates

##### Münster

23.03.2023 - 24.03.2023  
22.06.2023 - 23.06.2023  
31.08.2023 - 01.09.2023  
30.11.2023 - 01.12.2023

#### Fee

980,00 € (ex. VAT)  
1.166,20 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



**MANAGEMENT-INSTITUT  
DR. A. KITZMANN**

Seminare für Fach- und  
Führungskräfte

administration.



## **FAX-ANMELDUNG +49 251 20205-99**

Internet: [www.kitzmann.biz](http://www.kitzmann.biz)  
E-Mail: [info@kitzmann.biz](mailto:info@kitzmann.biz)  
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

Firmendaten/Rechnungsempfänger

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Rechnung (Name)

\_\_\_\_\_  
Straße/Nummer

\_\_\_\_\_  
PLZ/Ort

\_\_\_\_\_  
Telefon/Fax

\_\_\_\_\_  
Branche

\_\_\_\_\_  
Datum

2. Teilnehmer

\_\_\_\_\_  
Name/Vorname

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Mobilnummer

\_\_\_\_\_  
Veranstaltung                      Seminarcode

\_\_\_\_\_  
Ort                                      Termin

\_\_\_\_\_  
Anzahl der Mitarbeiter in Ihrem Unternehmen

\_\_\_\_\_  
Kundennummer

\_\_\_\_\_  
Anmeldebestätigung (E-Mail)

\_\_\_\_\_  
Unterschrift