


5 Steps to Good Decisions!

Participants will learn:

- a logical decision-making procedure
- to identify - early on - any constraints
- to work together to decide what information must be sought
- to identifying significant points in information
- to establish a list alternative solutions
- to evaluate the alternatives
- to take responsibility for the consequences of their decisions

 1.5 hours + debrief

 3-24 (up to four teams of 3-6 per team)

 Staff at any level

 £395 ex vat

 None

Highlight the importance of a structured approach to decision-making and at the same time assess a number of other, complimentary, workplace skills.

As *Local Pollution Officers* teams must protect a stretch of African coastline in the event of an oil spill at sea. Tankers passing close to the shore are a constant threat to the environment and the livelihood of the local community. With a budget is \$30,000 teams make contingencies to deal with the possibility of a 1000 barrel spill. As yet there is *no* oil spill but *after* teams have made their decisions news breaks of a spill and the success of their contingencies is put to the test.

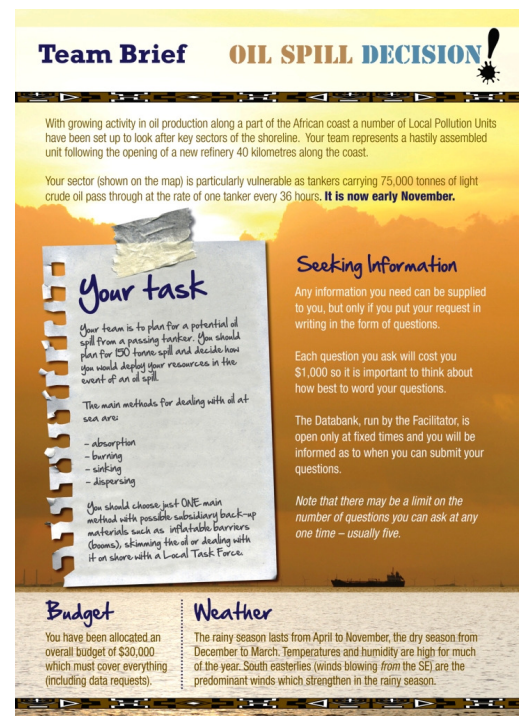
A **Team Brief** explains the task and gives basic information and a sketch map showing critical areas such as fishing grounds, beaches, lagoons etc. But further information: the methods for dealing with oil on the sea, the effect of the weather etc must be obtained from a **Data Bank** (of just eight **Data Cards**). Teams need of course to ask the right questions and be prepared to pay (out of their budget). And the Data Bank opens only intermittently so teams need to be well prepared before 'opening time'.

Once teams have all the data they review alternatives, make final decisions, allocate budget. They then submit their contingency plans on an **Anti-Pollution Planning Form**.

At this point teams receive news of an actual spill at sea - and their plans are put to the test. Working through an **Incident Response Form** exposes to teams how well their plans cope with the actual incident.

A discussion and debrief follows where the whole group can discuss performance, air views and list the learning points (all covered in the **Trainer's Notes**). Finally scores are announced.

Highly motivating, fun, lots of learning!



Team Brief OIL SPILL DECISION

With growing activity in oil production along a part of the African coast a number of Local Pollution Units have been set up to look after key sectors of the shoreline. Your team represents a hastily assembled unit following the opening of a new refinery 40 kilometres along the coast.

Your sector (shown on the map) is particularly vulnerable as tankers carrying 75,000 tonnes of light crude oil pass through at the rate of one tanker every 36 hours. **It is now early November.**

Your task
Your team is to plan for a potential oil spill from a passing tanker. You should plan for 150 tonnes spill and decide how you would deploy your resources in the event of an oil spill.

The main methods for dealing with oil at sea are:

- absorption
- burning
- skimming
- dispersing

You should choose just ONE main method with possible subsidiary back-up materials such as inflatable booms (booms), allowing the oil or dealing with it on shore with a Local Task Force.

Seeking Information
Any information you need can be supplied to you, but only if you put your request in writing in the form of questions.

Each question you ask will cost you \$1,000 so it is important to think about how best to word your questions.

The Databank, run by the Facilitator, is open only at fixed times and you will be informed as to when you can submit your questions.

Note that there may be a limit on the number of questions you can ask at any one time - usually five.

Budget
You have been allocated an overall budget of \$30,000 which must cover everything (including data requests).

Weather
The rainy season lasts from April to November, the dry season from December to March. Temperatures and humidity are high for much of the year. South easterlies (winds blowing from the SE) are the predominant winds which strengthen in the rainy season.

At the same time, assess:

- Teamwork
- Setting objectives
- Time management
- Leadership
- Planning
- Managing conflict
- Managing a budget

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Trainer's Role

- 1 Divide group into teams, briefly introduce the activity and issue Team Briefs.
- 2 Observe teams in action, note how they work as a team, how they organise themselves, how they decide what information to seek. Do they discuss costs and budgeting?
- 3 Announce Data Bank opening, receive data requests, hand back relevant data (and repeat process at two further intervals, as per Trainer's Notes). Observe how teams handle data.
- 4 Issue Anti-Pollution Planning Forms to teams and when completed, collect them up.
- 5 Issue Incident Report Forms and announce details of an oil spill: map ref, size, time of day etc. Allow time for teams to complete their report on how they deploy their resources.
- 6 End the session by issuing Team Review Forms to complete – ready for the debrief.
- 7 Lead the debrief bringing out key learning and especially the FIVE steps to good decisions! Full guidance provided in the Trainer's Notes.



Testimonials

JE Rowland, Royal Devonport Dockyard (Babcock Intl Group Plc)

Everything produced by Northgate is well designed, of the highest quality and promotes a great deal of useful debate.

C Fleming, MA Partnership

I liked 'Five Steps to Good Decisions' - and will use it again. It has many other possible uses - teamwork, planning, problem solving, information analysis.

Susannah Hopwood, Summerfield Sanders

I think Northgate games are great. I haven't bought one that doesn't work! Thank you.

Pack Contents

- Trainer's Notes
- Team Briefs & Rulers
- Sets of Data Cards
- Pad of Trainer's Data Card Record Sheets
- Pad of Data Request Forms
- Pad of Anti-Pollution Planning Forms
- Pad of Incident Response Forms
- Pad of Handouts: Team Review Forms

Purchasers

Thomas Cook
 Babcock Intl
 (HMS Collingwood)
 Campus Veolia
 Institution of Engineering & Technology
 Cushman & Wakefield
 University of Leeds
 Harper Adams University
 AG Barr Plc
 Team Dynamics Intl Ltd
 Brighton & Hove Council EBP
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Ordering

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Delivery UK usually next working day, elsewhere 1-6 working days depending on location