

# 5 Steps to Good Decisions

# FACTSHEET

Practise putting decisions theory into practice with this challenging activity.

-  **1.5 hours + debrief**
-  **3-24** (up to 4 teams of 3-6 per team)
-  **For staff at any level**
-  **No computer required**
-  **£ 395 ex VAT**



## Learning objectives

- To use logical decision-making processes
- To identify - early on - any constraints
- To decide what information must be sought
- To identify significant points in information
- To establish a list of alternative solutions
- To evaluate the alternatives
- To take responsibility for consequences of decisions made
- What it takes to work as a team

## About the activity

As Local Pollution Officers, teams must decide how best to 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 local environment and the livelihood of the local community. With a budget of \$30,000 teams make contingencies to deal with the possibility of a 1,000 barrel spill. As yet there has been 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.

At the start, teams receive a Brief which explains the task, gives basic information including a sketch map showing critical areas - fishing grounds, tourist beaches, lagoons etc. But further information: the various 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) - by request. Teams need of course to ask the right questions and ensure they spend their budget wisely. The Data Bank opens only intermittently so teams need to be well informed before 'opening time' - so they ask the right questions of the data bank. Once teams have all the data they can objectively review alternatives, agree on their final decisions - and 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 strategy is 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. Finally scores are announced. Highly motivating, fun, lots of learning!

## Pack contents

- Trainer's Notes
- Team Briefs
- Sets of Eight Datacards
- Trainer's Record Sheet
- Data Request Forms
- Planning Forms
- Incident Response Forms
- Team Review Forms
- Rulers

## Ideally suited to

Allows people to practise making important decisions in a risk-free environment.



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## Customer reviews

” I liked 5 Steps to Good Decisions! and will use it again. It has many other possible uses - *teamwork, planning, problem solving, information analysis.*  
C. Fleming, MA Partnership

” I have used Northgate products over the years, starting when I was Training & Development Manager for Virgin Atlantic Airways, and found them *easy to facilitate*, fit for purpose and both *instructive* and enjoyable for participants.  
Pauline Wells, HR Business Partner, SSL Insurance Brokers Ltd



## Trainer's role (full guidance supplied in Trainer's notes)

- Divide the group into teams, briefly introduce the activity and issue Team Briefs.
- 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?
- 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, handle disagreements, influence each other etc.
- Issue Anti-Pollution Planning Forms to teams and collect when completed.
- Announce newsflash of an oil spill - map ref, size, time of day etc - and issue Incident Report Forms. Allow time for teams to complete their report on how they deploy their resources.
- End the session by issuing Team Review Forms to complete – ready for the debrief.
- Lead the debrief bringing out key learning and especially the FIVE steps to good decisions!

## Northgate says...

Highlights the importance of a structured approach to decision-making but at the same time involves a number of other, complimentary, workplace skills: teamwork, setting objectives, leadership, planning, managing conflict and managing a budget.

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