

Improve your
business skills –
improve your
profits – contact
Business in
Focus

BUSINESS IN FOCUS TRAINING ACADEMY

“ Results oriented and
effective –what small
businesses need. ”

Edward Burt, Managing Director
Ogmore Vale Bakeries.



Solving problems and making decisions

Workshop aim

To develop knowledge and understanding of solving problems and making decisions as required by a practising or potential first line manager

At the end of the workshop the delegate will:

1. Know how to describe a problem, its nature, scope and impact
2. Know how to gather and interpret information to solve a problem
3. Know how to solve a problem
4. Know how to plan the implementation and communication of decisions

Workshop content

- Simple ways to recognise, investigate and analyse problems
- Objective setting in relation to problems
- Brainstorming and creative thinking techniques
- Difference between data and information
- Calculating and using simple averages, basic summary statistics and grouped data
- Methods of indexing, referencing and structuring qualitative information
- How to evaluate options
- Effective decision-making techniques and case presentation
- Monitoring and review techniques to evaluate outcomes of problem solving activities

Duration: 1 Day

Cost: £60 + VAT

FOR MORE DETAILS AND TO BOOK ONLINE

www.bifacademy.co.uk

Business in
focus
TRAINING ACADEMY
0870 950 90 90

Business in Focus Training Academy
Business Development Centre
Main Avenue, Treforest Industrial Estate
Pontypridd, CF37 5UR
Tel: 01443 841 842
Fax: 01443 842 925
www.bifacademy.co.uk