

Duration: 2 hours 30 mins

Course level: Introductory

Delivery method: Online

Introduction

Poorly made or rushed decisions can put a business at risk. Taking time to consider all the available information will help avoid costly mistakes – such as overlooking the impact a decision may have on other areas of the business.

Using Information for Decisions shows employees how to take a logical and structured approach to the decision making process. It introduces a sequence of steps designed to help plan and implement decisions so they can choose the best option and have greater confidence in the final outcome.

Who is the course for?

Using Information for Decisions is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

The course does not focus on a particular industry or sector, but it is particularly appropriate for growing businesses of any size. There are no formal entry requirements and the course assumes no specialist knowledge.

The easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

What will you get from this course?

When you have completed this course you will be able to:

- take a logical and structured approach to planning and implementing decisions
- evaluate the options available to you and choose the best one
- implement decisions effectively.

Course features

Using Information for Decisions will give you a theoretical introduction to understanding and analysing business information.

The course consists of a series of case studies, and simple exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

You can start this online course straight away and work on it at any time, provided you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Other courses you might be interested in

Planning Change
Implementing Change
Performance Indicators

Course code: 100594BT018

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