

Problem Solving and Decision Making

How to deal with difficult situations quickly & efficiently!

16 March 2010, Royal Palm Golf & Country Club, Lahore | 18 March 2010, Sheraton Hotel & Towers, Karachi | 9:30 am to 5:00 pm



Course Facilitator:
Saadi Insha

Key Benefits:

- Acquire a methodical problem solving approach
- Become more confident in making decisions
- Decrease stress related to making critical decisions and solving workplace problems
- Learn creative problem-solving techniques
- Identify and explore the full range of choices available
- Build greater professional recognition through enhanced skills

Course Overview:

The ability to effectively solve problems and make timely decisions is the key managerial competency required at all levels in every organization.

This highly interactive and immensely engaging workshop will equip the participants with the tools and techniques to effectively accomplish these tasks both as individuals and in teams. They will learn which tools to use in different situations, how to avoid the common pitfalls and how to leverage the collective creative potential of their teams to come up with elegant and cost effective solutions.

Who should attend?

Team Leaders, new and experienced managers in all departments and employees at all levels who wish to enhance their ability to solve problems and make effective decisions.

Methodology:

A high energy interactive presentation by Facilitator, open discussion, various individual and group based problem solving exercises and short cases.

Course Coverage:

- The Problem Solving Framework
- Recognizing and Defining Problems
- Rephrasing problems to open up new 'solution spaces'
- Searching for the root cause(s)
 - The '5 Why?' technique
 - Failure mode and Effects analysis
 - Fishbone Diagram
- Exploring Possibilities
 - Challenging assumptions, perceptions and mindsets
 - Attribute listing
 - Brainstorming
 - Brainwriting
 - Random Input
 - Other techniques
- Decision Making
 - Three considerations of an effective decision making approach
 - Assessing tangible and intangible impacts of decisions
 - Overcoming indecisiveness
 - Techniques
 - Multivoting
 - Weighted Pros and Cons
 - Grid Analysis
 - Paired Comparison
 - Decision Trees

For Registration:

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Course Facilitator **Saadi Insha**

A leading trainer, seminar leader and motivational speaker, Saadi is passionate about helping people reach their highest potential and become their best selves.

Corporate participants throughout Pakistan have described his workshops as 'superb', 'inspirational', 'thought provoking' and 'outstanding'. He packs his trainings with rich, result oriented content, engaging activities and topical humor and is known



"I enjoyed the workshop. Saadi speaks with a lot of passion and it was good to hear it coming from the heart."
Chevron Pakistan

for communicating with a zest and energy that is highly contagious.

Since 2001, Saadi has trained thousands of managers of leading national and multinational organizations through his acclaimed public and private workshops. He has also been invited as a Guest Speaker by various universities and professional forums.

Saadi is an MBA and a Gold Medalist from the Institute of Business Administration and has worked

for three different industries. A firm believer in continuous learning, he has attended numerous personal and professional development programs including Training as a Trainer and Facilitator at the Singapore Institute of Management.

In February 2007, Saadi left MCB Bank where he was Training Manager to work as an independent Trainer. He now conducts public workshops and in-house training for organizations that wish to inspire, energize and empower their teams to reach new heights of achievements.

Saadi has trained participants from:



Workshop Investment

PKR **9,500/-** per participant

10% Group Discount on 2+ nominees

Course material, Octara certificate, lunch, refreshments & business networking

Registration & Payment Options

- E-mail or Fax your nomination(s) to:
E-mail : register@octara.com
 : octara@gmail.com
Fax : 021-34520708, 021-34546639
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info@octara.com

To view reports on our past training workshops
and events logon to www.octara.com

Registration Note

Participation will be confirmed subject to receipt of payment.

Octara Cancellation Policy

Our Cancellation Policy is activated as soon as an invoice is received by the client. Due to any reason if the client is not able to attend the workshop/conference, they may inform Octara Sales/Finance department in writing within 48 hours of the receipt of the invoice. In case of no intimation from your organization we reserve the right to claim the invoiced amount. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 12 months.

BRING

Problem Solving & Decision Making

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Jeremy Parson & Hassan B. Rizwan

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