

# Effective Decision Making Skills for Senior Manager

- ▶ 25 - 26 July 2018
- ▶ Premiera Hotel, Kuala Lumpur



Don't make a **PERMANENT DECISION** for your **TEMPORARY EMOTION**

## PARTICIPANTS (TARGET GROUP)

- Managers
- Assistant Managers
- Senior Executives
- Senior Managers
- Heads of Department

## LEARNING OUTCOME

After attending this programme, the participants will be able to:

- Explain the different types of decision making in the organisation
- State the responsibilities and challenges of Senior Leaders in decision making
- Describe the qualities of an effective decision maker.
- Apply the process, approach, methodology and tools for effective decision making in the organisation at the strategic and operational level

## CONTENTS

### Decision Making: Roles and Challenges for Senior Leaders

- The Challenge of a Leader
- What Is Decision Making?
- Strategic Leadership Functions and Decision Making
- Leadership Functions and Decision Making
- Types of Decision
- Level of Decision Making
- Key Factors for Effective Decision Making

### Qualities of an Effective Decision Maker

- Seven (7) Critical Attributes of Effective Decision Maker
- Self-Assessment

### Strategic Decision-Making Process and Methodology

- Decision Making and Strategic Management Process
- Key Steps in Strategic Decision Making
- Types of Risks
- Decision Making: Shariah Compliant
- Balanced Scorecard as A Tool
- Four Perspectives
- Translating Strategic Decisions into Action

### Operational Decision-Making Process and Methodology

- Level of Decision Making
- Decision Making and Strategic Management Process
- Operation Management Framework
- Areas of Operational Decision

### Action Planning

- Generating Actions / Solutions
- Importance vs Urgency
- Selecting the Right Person
- Estimating the Resources

## FACILITATOR



### AHMAD SHUKRI BIN MUHAMMAD

is a consultant and trainer of Irshad HR Consulting Sdn Bhd. He has more than 15 years of experience in Training and Development and had held a Manager position for Learning & Development in a leading Automotive Distributor. He had the responsibilities for designing, reviewing and implementing the whole spectrum of internal training programs for the company. He was also involved in mapping the organizational learning strategy and carrying out organizational competency modeling. Prior to that, he was the Assistant Director with the Ministry of Education in the Educational, Planning and Research Division for 3 years. Ahmad Shukri holds a Master of Education (M.Ed) from University of Stirling, Scotland majoring in Educational, Planning & Research. He was also involved in lecturing on Executive Diploma in Human Resource Management at one of the local institution of higher learning for over 5 years. He is a Certified Trainer by Human Resource Development Fund (HRDF).

## FEE

- Normal fee: RM 1250 per pax
- Group registration:
- 2 - 4 Pax: RM 1150 per pax
- 5 - 9 Pax: RM 1100 per pax



Organised by



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46350 Petaling Jaya, Selangor Darul Ehsan  
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# BORANG PENYERTAAN KURSUS

## COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: [ppd@irshad.com.my](mailto:ppd@irshad.com.my)

Tajuk Kursus / <i>Course Title</i> : Effective Decision Making Skills for Senior Managers	Tarikh/ <i>Date</i> : 25 - 26 July 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No.Handphone

\* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM \_\_\_\_\_ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

*Herewith I enclosed Cheque/ M.O/ P.O worth RM \_\_\_\_\_ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)*

**OR**

SBL       SBL KHAS

\* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF [www.hrdf.com.my](http://www.hrdf.com.my)

*\* SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal [www.hrdf.com.my](http://www.hrdf.com.my)*

### TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

### TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

\*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

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Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

**BAHAGIAN KURSUS UMUM**

For further information and registration:

**PUBLIC PROGRAMME DEPARTMENT**

**(Meiza/Jaslizan/Raihana)**

Tel : 603 7956 0010

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