

Skills for Living

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Topic 17-2 Decision Making and the Management Process

- In this topic, you will learn about management skills that will help you maintain control of your life, as well as
 - ❖ Solving problems and making decisions
 - ❖ The management process

Decision Making and the Management Process

Objectives for Topic 17-2

After studying this topic, you will be able to

- explain the importance of management skills
- outline the steps in the decision-making process
- explain the management process

Topic 17-2 Terms

- ❖ decision
- ❖ emulation
- ❖ decision-making process
- ❖ management process
- ❖ implement

Solving Problems and Making Decisions



- A *decision* is a conscious or unconscious response to a problem or issue
- Decisions are based on
 - ❖ values
 - ❖ goals
 - ❖ standards
 - ❖ needs
 - ❖ wants

Making Routine Decisions

- *Routine decisions* are decisions made often, without much thought
- There are different types of routine decisions
 - ❖ *Impulsive decisions* are made on the spot
 - ❖ *Emulation* is doing what most other people would do
 - ❖ *Creativity* is a motivator to do something different
 - ❖ *Default* is the act of not making a decision

Steps in Decision Making

- The *decision-making process* is a set of logical steps to follow when making decisions
 1. Define the problem or decision to be made
 2. Establish your goals
 3. Prioritize your goals
 4. Look for resources
 5. Identify alternatives
 6. Make a decision
 7. Carry out the decision
 8. Evaluate the results of your decision

The Management Process

- The *management process* is a series of steps that helps people plan how to best use resources to achieve goals
 - ❖ It consists of
 - planning
 - organizing
 - implementing
 - evaluating

Planning



- Decide what steps to take to reach your goal
- Determine the best order for accomplishing the steps

Organizing

- Write down the steps of your plan
- Note people you must see and materials you will need
- Determine standards for the completion of each step
- Set deadlines

Activity

- Write down the steps you need to reach your goal
- Example
 - ❖ Find someone who
 - wants to see the same movie
 - has a car
 - has no other plans

Implementing

- To implement a plan simply means to carry it out
- Divide large tasks into smaller tasks
- Check off steps as you complete them
- Honor the deadlines you set for yourself



Activity

- Explain how you would complete your identified steps
- Example
 - ❖ Call the friends you think are most likely to want to go to the movie
 - ❖ Check with family members to see if they would like to go

Evaluating

- After you have achieved your goal, you might ask yourself
 - ❖ Were my goals reasonable?
 - ❖ Did I use my resources as I had anticipated?
 - ❖ Was I able to follow my plan?
 - ❖ How can I improve when I do this again?

Activity

- Answer the questions that will help you evaluate the results
- Example
 - ❖ Did I make it to the movie?
 - ❖ Did I get there on time?
 - ❖ Did the person I went with enjoy going?
 - ❖ Was there anyone else I should have asked?

Summary for Topic 17-2

- Management skills help you solve problems and make decisions
- Following the eight steps in the decision-making process can help you make important decisions
- The management process helps you plan efficiently and use resources to achieve goals