**Training Proposal**

**Confidence Group**

**Training Title:** Effective Decision Making

**Justification of Training:**

Decision-making plays a vital role in management. Decision-making is perhaps the most important component of a manager’s activities. It plays the most important role in the planning process. When the managers plan, they decide on many matters as what goals their organization will pursue, what resources they will use, and who will perform each required task.

A lack of process clarity guarantees a slower, more convoluted path to the desired outcome. Or even a disappointing outcome. This is true whether you are doing something like making a decision. If you step logically through a proven process, you will waste less time and make use of the right resources at the right time. Employees are most committed when they believe decisions are made using a logical, informed, and fair process with their interests represented. Employee satisfaction and engagement hinge on how easily and effectively employees can contribute and whether organization operates in such a way that commitment is created. Since how you make decisions directly affects both of those, it will also affect employee satisfaction and engagement. Since decisions are so common, messy decision processes create plenty of room for errors and misunderstandings.

Decision-making plays a vital role in management. Decision-making is perhaps the most important component of a manager’s activities. It plays the most important role in the planning process. When the managers plan, they decide on many matters as what goals their organization will pursue, what resources they will use, and who will perform each required task.

Effective Decision Making may increase our total productivity 3-5 percent the total monetary value of this productivity percentage is more than tk10 million. On the other hand from last 5 years our cost in various purpose is increasing only of illogical decisions so improvement in decision making may save more than 5 million taka per year.

That’s why decision making is most important for us.

**Training Objective:**

1. Recognize decision-making options and when to use each to increase bottom line.
2. Choose suitable strategies for certain types of decision
3. Explore the behaviors that encourage effective decision-making to reduce administrative cost
4. Use standards to help make group decisions

**Training KPI:**

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| --- | --- | --- | --- |
| **KPI** | **Target** | **Initiative** | **Target Training Application** |
| $ Increase Revenue | 10% | Use effective decision tools | 80% |
| $ Reduce Administrative Cost | 5% | Apply decision making tools to improve group performance | 80% |

**Calculation of Performance:**

Last Year Revenue: 35,049,552,706

Last Year Administrative Cost: 2,608,132,630

According to root Couse analysis report Confidence Group lost Tk 4205946325 (12%) only for decision making failure & and at same time increase Tk 182569284.1 (7%) as administrative cost due to fall group performance. Out scientific method of decision making will help your to mitigate the problems.

**Training Plan:**



**Training Budget:**



**Training Need Assessment:**

A competency based TNA we help us to identify the competency gap. After analysis the TNA result we well develop the training module based on requirement

**Training Duration:**

12 hours long training will be design based on competency level.

**Resource Person:**

Shahin Sharif, Assistant Manager, Training and Organization Development.

**Method of Training:**

1. Lecture
2. Learning Game.
3. Role Play
4. Open Discussion
5. Case Study

**Training Evaluation:**

The Kirkpatrick Four-Level Training Evaluation Model will be followed.

Level 1: Reaction

Participant’s reaction on training session will be find just after the training session

Level 2: Learning

Participants knowledge, skills, attitude, confidence and commitment based on their participation in the training will be find 15 days after the training.

Level 3: Behavior

The degree to which participants apply what they learned during training when they are back on the job and Supervisor will grade the employee

Level 4:

ROI of training six months after the training.

**Approval:**

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| **In Favor of Management** | **In favor of Training and Development Department** |
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