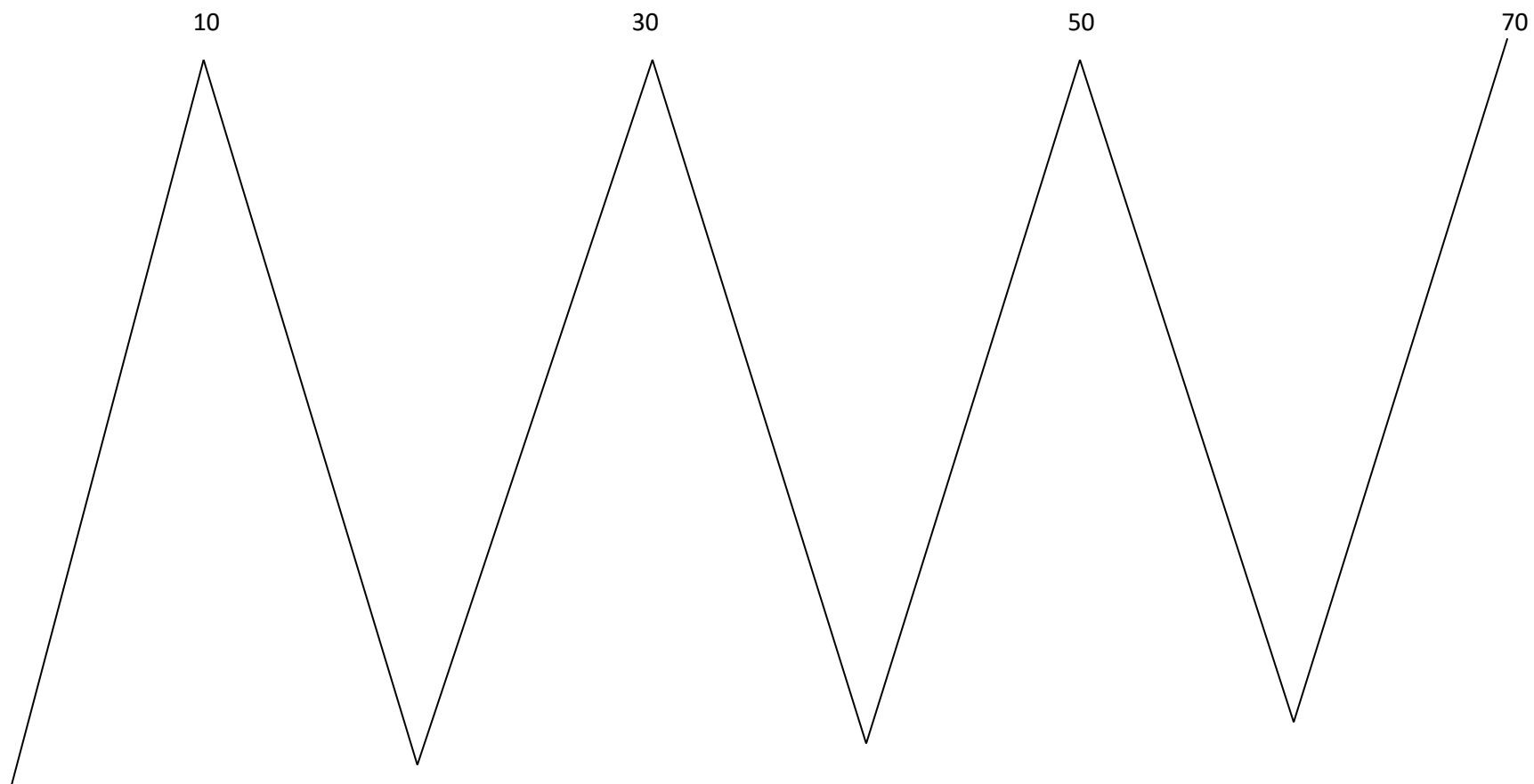


Decision Making Timeline



Activity

Using the Decision-making Timeline sheet, think about your career and record key transitions e.g. age 18 - started degree course, or took a gap in education for a trip abroad

When you have recorded your transitions, consider:

1. What Information Advice and Guidance did you receive at the time?
2. From whom/where?
3. How helpful was this?
4. What support or additional information would have been useful?
5. Was there any forcefield factors that impacted your decision?

Guidance notes:

The decision-making timeline is to be used to help individuals understand when and how they made decisions.

- It is important for an individual to recognise when they made a big decision.
- If it was a good or bad decision.
- If they on reflection now are happy with their decision.
- What were the decision-making style that they used at each given time and which has been there most successful decision-making style?

This will thus enable them to recognise a method of decision making that has been the most effective for them.

Decision Making Styles

Directive

The directive decision-making style uses quick, decisive thinking to come to a solution. A directive decision-maker has a low tolerance for unclear or ambiguous ideas. They are focused on the task and will use their own knowledge and judgment to conclude with selective input from other individuals.

Directive decision-makers excel at verbal communication. They are rational and logical in their decision making. When the team or organisation needs a fast decision, a directive-style decision-maker can effectively make a choice. Their style is valuable for making short-term decisions.

Analytical

Analytical decision-makers carefully analyse data to come up with a solution. They are careful and adaptable thinkers. They will invest time to glean information to form a conclusion. These decision-makers are task-oriented but have a high tolerance for ambiguity.

Analytical decision-makers take time to compile data and evidence before they conclude. When they do decide, they have looked at all the details and formed what they believe is the best possible solution.

Conceptual

Those who make decisions with a conceptual style are big picture thinkers who are willing to take risks. They evaluate different options and possibilities with a high tolerance to ambiguity. They are social-oriented and take time to consider big ideas and creative solutions. Conceptual decision-makers look forward to what could happen if the decision is made. Their conclusions come from visualising different opportunities and outcomes for the future. They are strong in making long-term decisions.

Behavioural

A behavioural style of decision-making focuses on relationships more than the task. It evaluates the feelings of others as part of their decision-making process. Behaviour decision-makers have a low tolerance for ambiguity and a social focus as they evaluate solutions.

These decision-makers rely on information from others to guide what they choose. They are persuasive communicators who value decisions based on a team consensus. Their decisions are often based on how the choice will impact relationships.

Shah Rahman March 2021