

TAKING EFFECTIVE ACTION

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	2 days	6 - 16	£500.00

This course will enable you to judge when action is necessary and what it should be, to take action more quickly and decisively when necessary and to be able to refrain from taking action when that would be sensible

OUTLINE

In today's high-pressure, fast-moving, competitive world there are huge pressures on us to take decisions more and more quickly. Individuals find themselves agreeing to do all sorts of things which they then either fail to do, fail to do by the agreed deadline or do in a less than adequate way. The corresponding drop in their credibility affects their self-confidence, their professional performance and how others regard them.

To be able to be decisive and take appropriate action with the right amount of information, analysis, risk- analysis, input from others and with the right amount of urgency, is rare.

Those who can consistently take effective action are unusual. Sometimes it means acting immediately, sometimes it means waiting. Knowing the difference and using personal judgement to decide is the skill.

AIM

To understand how and when to take effective action.

OBJECTIVES

To understand the mental processes you go through prior to taking action.

To identify situations when you take ineffective, or no, action and what drives this.

To clearly understand the difference between thinking, feeling and doing.

To identify situations which require you to take effective action and understand what to do in these situations.

To improve your thinking processes and your confidence to act.

OUTCOMES

Better ability to gather and analyse information and plan and deploy resources.

Understanding of how to analyse risk in a realistic way.

Able to do all of the above in a conscious, rational manner.

Understand when taking effective action means doing something, when it means not doing anything and when it is a mixture.

You will have greater understanding of the importance of timing.