

CFABAG121 SQA Unit Code FE05 04

Contribute to decision-making in a business environment



Overview

This standard is about contributing information and ideas to influence the decision-making process. It includes researching information, pro-actively engaging with colleagues involved in the decision-making process and making constructive contributions. It is for administrators who contribute to decision-making as part of their role.

**Performance
criteria**

- You must be able to:*
- P1 research information to add value to the decision-making process
 - P2 use accurate and current information to develop ideas to present to others
 - P3 make constructive, relevant and timely contributions to meetings or other discussions to aid decision-making
 - P4 respond positively when asked to supply information to help with decision-making
 - P5 contribute to identifying decision-making criteria
 - P6 structure ideas, information and recommendations in a way that helps other people understand
 - P7 proactively engage with colleagues involved in the decision-making process and respect their contributions
 - P8 influence decision-making by using evidence, argument, questioning and assertiveness
 - P9 show support for the decision even when not in agreement

Knowledge and understanding

You need to know and understand:

- K1 key stages in the decision-making process
- K2 the context in which the decision is being made
- K3 own role in assisting decision-making, its scope and limitations
- K4 sources of information useful for influencing decision-making
- K5 how to research information
- K6 how to contribute to meetings and other discussions where decisions are being made
- K7 the purpose and benefits of respecting other people's contributions to the decision-making
- K8 how to engage proactively with colleagues during decision-making
- K9 how to use evidence, argument, questioning and assertiveness to influence outcomes
- K10 the concept of collective responsibility and why it is important

Additional Information

Skills

1. analysing
2. communicating
3. decision making
4. organising
5. planning
6. presenting information
7. researching
8. problem solving

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