

## S305: Contribute to decision-making in a business environment

**Overview:** Contribute information and ideas to influence the decision-making process.

**Links:** All categories

**Specific skills:**

- Analysing
- Communicating
- Decision-making
- Organising
- Planning
- Presenting information
- Problem-solving
- Researching

### Performance Indicators

1. Research information to add value to the decision-making process
2. Use accurate and current information to develop ideas to present to others
3. Make constructive, relevant and timely contributions to meetings or other discussions to aid decision-making
4. Respond positively when asked to supply information to help with decision-making
5. Contribute to identifying decision-making criteria
6. Structure ideas, information and recommendations in a way that helps other people understand
7. Proactively engage with colleagues involved in the decision-making process and respect their contributions
8. Influence decision-making by using evidence, argument, questioning and assertiveness
9. Show support for the decision even when not in agreement

### Knowledge & Understanding

- A. Key stages in the decision-making process
- B. The context in which the decision is being made
- C. Own role in assisting decision-making, its scope and limitations
- D. Sources of information useful for influencing decision-making
- E. How to research information
- F. How to contribute to meetings and other discussions where decisions are being made
- G. The purpose and benefits of respecting other people's contributions to the decision-making process
- H. How to engage proactively with colleagues during decision-making
- I. How to use evidence, argument, questioning and assertiveness to influence outcomes
- J. The concept of collective responsibility and why it is important