

THE CORPORATE COACH SEMINAR SERIES™

# Be Decisive!

How to Make Decisions  
that Build Results and  
Reputation

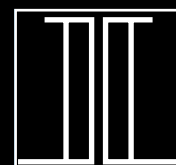
27 January 2007

Jerejak Resort & Spa, Penang

9 am - 5 pm

[www.i-insights.com](http://www.i-insights.com)

✉ [triple-i@i-insights.com](mailto:triple-i@i-insights.com)



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## THE CORPORATE COACH SEMINAR SERIES™

### Be Decisive! How to Make Decisions that Build Results and Reputation

“ To make the largest gains, one has to be decisive ”

That is, make decisions quickly. For the faster you act, the more time you will have to make more decisions, thereby speeding up your progress. Yet, you need to balance speed with sufficient time to make thoughtful decisions. For if you act too quickly, you may make mistakes that slow down your progress or even bring it to a halt. Which is why THE CORPORATE COACH SEMINAR SERIES™ on decision-making is particularly designed to equip managers and professionals with the essential skills needed to make confident decisions, to solve problems effectively and to be recognized as someone who can be counted to get results consistently. This cutting-edge seminar will expose delegates to the various thinking and behavioural skills that are required to conduct an accurate decision making process in the business world.

#### Who Should Attend?

Every manager and potential manager who wants to learn a logical, practical method to become a consistently better decision maker and problem solver.

#### Objectives Of The Seminar

- Develop a systematic approach to making decisions about work issues and people
- Acquire a range of practical, problem-solving tools usable in any work situation
- Avoid classic mistakes and keep away from superficial quick-fix solutions that only have immediate short-term impact
- Learn how to involve the team in finding good solutions to work problems
- Improve the overall performance of your team

#### Some Of The Topics That You Will Cover (But Are Not Limited To)

- The principles of decision-making and problem-solving
- The complete thought process
- Knowns, Unknowns and Unknowables (How they fit into decision-making)
- Making decisions you can defend
- Negotiating solutions to problems
- Handling conflict, people and teamwork problems
- Assertiveness
- Decision-making techniques (e.g. Force Field Analysis, Decision Trees, Ishikawa Fishbone Diagrams, Six Thinking Hats, Priority Matrix, Risk Assessment Form)
- Evaluating your decision
- Creativity in solving problems and making decisions
- Attitude and other affecting factors
- Selling your ideas and decisions (How to become more persuasive)

#### Competencies To Be Addressed

- Conceptual thinking
- Judgment & flexibility
- Communication and persuasion
- Tenacity
- Initiative
- Use of influence strategies
- Self-confidence
- Working through others
- Standards of excellence & efficiency

#### Methods of Delivery

- Brief lectures
- A range of practical exercises
- Group discussions/presentations
- Mini case studies
- Illustration using real examples
- Development of Personal Action Plans

#### Your Investment

RM 750 per participant inclusive of seminar notes, lunch, tea breaks and a Certificate of Participation. For group bookings of more than 5 people, the fee is RM 650 per participant.

For seminar registration, please contact Ms. Jasmine (mobile no. 012-4236815 and fax no. 04-228 4027) or e-mail directly to [jasmine@i-insights.com](mailto:jasmine@i-insights.com)

Closing date - 3 January 2007

#### ABOUT THE FACILITATOR

Dr. Ei Sun OH (Juris Doctor, MBA, MSc, University of California, Davis) is a highly sought-after international speaker-trainer-motivator, consultant, entrepreneur and academician. Trained in law, management, engineering and the languages, Dr. Oh's extensive experience includes serving in the International Telecommunication Union (ITU) and the Working Group on Emergency Telecommunications, both located in Geneva, Switzerland. Dr. Oh was also appointed as Chief Executive Officer of Easi-Link Networks of Hong Kong, where he spearheaded the launching and operation of one of the first mobile multi-channel share-trading services in China. In addition, Dr. Oh has conducted management consulting works for various corporations, including Hewlett-Packard and Robert Mondavi Vineyards of California while advising diverse small-and-medium enterprises on legal and business start-up issues. Not limited to the corporate sector, Dr. Oh has also rendered strategic, technical and legal advice to various international organizations, national governments and agencies, political parties, non-governmental organizations, as well as professional, civic and cultural bodies, etc. Being a UN Expert Consultant, he advised the Sri Lankan Government and led the conduction of the pilot study on emergency communications in the island country. Over the years, Dr. Oh has worked closely with various UN partner agencies, including the United Nations High Commissioner for Refugees (UNHCR), World Food Programme (WFP), International Civil Aviation Organisation (ICAO), the World Bank, International Monetary Fund (IMF), UN Development Programme etc, as well as donor governments such as the United States, the United Kingdom, Switzerland and Japan. Presently, Dr. Oh is a Principal Consultant for TIMELY @ the training group, serving the educational and training needs of both corporate and institutional clients as well as the general public throughout South East Asia. An in-demand and dynamic keynote speaker, trainer and motivator, Dr. Oh is regularly invited to present and moderate at various international forums and conferences, including ITU TELECOM Asia Forum, Pacific Telecommunications Conference, World Conference on Science and Technology Education, the Beijing Forum in August 2004, etc. Among the many subjects that Dr. Oh has trained in include corporate strategic planning and decision-making, corporate social responsibility & diversity management, corporate governance, duties and responsibilities of corporate directors, company law and practices. His expertise in training managerial level professionals is unquestionable, having delivered more than 500 modules to more than 20,000 corporate directors. Always someone to believe in broadening one's experience, Dr. Oh has recently expanded his expertise to financial management by speaking in investor education talks.

