

DECISION-MAKING PRINCIPLES

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Prior to a decision being reached, the group leader will specify:

1. **Who will make the final decision?**
 - a) The leader alone, and staff will live with the decision.
 - b) The leader, with staff input.
 - c) The leader, after negotiating with the staff.
 - d) The staff alone, and the leader will live with the decision.
2. **Level of desired input from staff?**
 - a) None
 - b) Initial input only
 - c) Input at multiple points in the decision-making process
3. **What type of input is desired? on what variables or issues?**
4. **Who provides the input?**
 - a) All staff.
 - b) All staff in a particular unit.
 - c) Only those staff directly affected.
5. **How is the input to be given?**
 - a) By a poll of staff.
 - b) From staff via supervisors.
 - c) From staff via a committee.
 - d) By asking the specific individual staff affected.
6. **When must the input or decision be received by (time frame)?**
7. **When will the consequences of the decision be evaluated to see if changes in the decision are needed?**
8. **Who will monitor the decision-making process? the follow-up?**

The answers to the questions above should be based on the following factors:

- How tight the time frame is.
- The potential resource implications.
- Which, or whether, jobs are affected.
- Whether the leader already has all information needed.
- Whether there are competing interests that must be balanced.
- The type of staff support needed to implement the decision.
- The degree of policy constraints or dictates in operation.