Problem Solving and Decision Making Skills

What are Problem Solving and Decision Making Skills?

- Identify need or opportunity e.g. customer, client requirements, research need
- Gather intelligence
- Clarify root cause of a problem
- Generate and propose solutions
- Evaluate a range of solutions / options
- Translate ideas into practical actions
- Make decisions without the need to refer to others
- Look to make processes more efficient and effective
- Work with others to stimulate and evolve ideas
- Demonstrate cultural, political, commercial and environmental sensitivity in solution creation
- Make decisions where there is no perfect option
- Take controlled risks
- Take accountability

How can I develop my Problem Solving and Decision Making skills?

- Committee positions (task: gaining sponsorship, increasing member numbers)
- Summer internships
- Part-time work
- Volunteering

How might I have developed this skill during my studies at University of Leicester?

- Case-study problems based on real-workplace challenges
- Dissertations
- Creative exercises with new solutions
- Problem solving under time pressure

Example:

How might you demonstrate Problem Solving and Decision Making Skills in your CV? You can use the list above where appropriate but remember to evidence how you gained or developed the skills. For example:

- Responsible for translating fundraising ideas into practical solutions for a volunteer organisation. By utilising my commercial awareness I enabled the team to successfully raise a significant total of £2000