

100% Effective

0800 066 3749

[www.100pceffective.com](http://www.100pceffective.com)

# Online Prioritising in Problem-Solving Training

Quality - Support - Innovation

Whether you're in the creative industry and regularly need to brainstorm ideas, or you work in Business Improvement where you are always seeking solutions, knowing what to work on first can be challenging. This is when prioritising in problem-solving is essential.

This course is not about prioritising your workload, although some of the tools you will learn can be used for that purpose. Instead, it is about understanding how to prioritise a list of solutions or ideas in order to select the best one.

On this course you'll learn the key skills you need in order to prioritise a list of problems.

You'll learn how to organise your ideas for improvement, how to prioritise them and then how you should select the best one for your criteria and circumstances.

This eLearning course is optimised for all devices and contains exercises and quizzes to ensure you gain the practical experience you need. You will have access for a full month.

The course has a British English voiceover and comes with unlimited email and phone support. On successful completion, you will receive a certificate and one CPD point.

100% Effective's online Prioritising in Problem-Solving training has a high customer satisfaction rating, with an average score of 5 stars out of 5.



## At A Glance



Fully optimised



One month's access



Unlimited, lifetime support



One CPD point

# Benefits

Following this training, you'll be better equipped to prioritise a list of ideas, solutions or comments based on criteria that you know is important to you, the team or the company.

After the training you will:

- Understand the eight techniques used to prioritise a list or identify the best solution to a problem
- Have identified, assessed and addressed how you currently select a solution
- Know which tool to use and when to use it

# Course Content

This course will give you the knowledge and tools you need to successfully prioritise solutions and ideas. It includes the following topics:

- What are we trying to achieve when prioritising a list?
- How do other people and companies prioritise?
- Who should be involved in a prioritisation?
- The process to select the best solution or idea
- Selecting your criteria
- 8 essential prioritisation tools and techniques
- List reduction
- Weighted voting
- Pareto voting
- Paired comparisons
- Pugh matrix
- Payoff matrix
- Nominal group technique
- Solution selection matrix
- Creating solutions and closing negotiations

# Is it for me?

This Prioritising in Problem-Solving training is suitable for people at all levels. It is appropriate for all industries and sectors, however it is most suitable for those who regularly need to prioritise ideas, solutions

or lists in their day-to-day work such as those in the creative industries and people whose jobs involve Business Improvement.

There are no prerequisites for this course.



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