



Fazilat Consulting Group and Business Edge
(IFC/Worldbank Group)
Presents 2 Days Training Workshop on



USING INFORMATION FOR DECISION MAKING

February 14th and 15th, 2010
Kabul, Afghanistan



About Fazilat Consulting Group

Fazilat Consulting Group is the leading consultancy company in Afghanistan specializing in delivering state of the art training and capacity development programs. The company has been established since 2006, bringing over 4 years of training experience. Due to our outstanding capabilities, Fazilat has been chosen to be the official partner of IFC/ Business Edge™ a World Bank Group to bring you more variety and extended quality trainings. Fazilat Consulting Group also provides services in human resource management, research and survey, business development, entrepreneurship, as well as event management. We have gained valuable experience working with a variety of organizations and have trained thousands of individuals from the NGO, public, private, sectors as well as with international donor agencies.

Fazilat - Makes You Grow!

About IFC/Business Edge

A world-class training system, Business Edge™ provides practical, needs-driven, high impact solutions for more effective small & medium-sized businesses. An innovation of International Finance Corporation (IFC) delivered by certified local trainers in local language at convenient time and duration, Business Edge™ sets a new standard for business training in Afghanistan. A large choice of management topics adapted to the local business environment is now available to address the main management issues of Afghan small and medium-sized enterprises in 5 key business areas: Marketing, Finance and Accounting, Operations and Quality control, Human Resources and Personal Productivity skills.

In addition to Afghanistan, Business Edge™ is currently available in the Middle East in Egypt, Pakistan and Yemen. Since 2002, over 100,000 individuals have been trained with Business Edge™ in emerging markets in Asia, Africa, the Middle East, Latin America and the Caribbean. For more information, visit

www.businessedge-me.com. IFC fosters sustainable economic growth in developing countries by supporting private sector development, creating opportunity for people to escape poverty and improve their lives. For more information, visit www.ifc.org.

Who will benefit from this course?

The course on *Using Information for Decision Making* is designed for SME owners, managers and team leaders who have to use information to make decisions in their daily work. Specifically, if their daily tasks relate to forecasting and planning, and in addition, daily business operations that involve teams and working processes.

Learning outcomes

Upon completing this course, participants will be better able to:

- determine when to use a structured decision making process;
- identify information relevant to specific decisions;
- identify sources of relevant information and methods to collect it;
- apply a structured decision-making process and some common tools for decision-making and information-collecting.

Course duration

This is a 2 days course (February 14th and 15th, 2010) from 9:00 am to 3:00 pm.

Course Contents:

Day 1:

- Introduction to the workshop
- **Session 1: Decision-making process and information collection**
 - Nature of decisions: What they are and when they are needed
 - Structured decision-making
 - Information collection

Day 2:

- **Session 2: Tools in decision-making and information collecting**
 - SWOT
 - Decision Tree
 - Pareto
 - Flow chart
 - Force field analysis
- Concluding remarks, action planning and wrap-up

Training Methodology

The course uses a problem-based methodology in order to engage participants actively in the learning process. Before each course, participants are encouraged to raise issues that they are facing at work by completing a participant profile. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges at work.

Teaching Medium

Dari will be the medium of instruction for this training.

Certificate of Participation

A certificate of attendance will be awarded by **Business Edge™** in co-ordination with Fazilat for those who fully participate in the course.

Registration Fee

AFA 8500/ per person

Discount: Organizations introducing 2 or more persons will receive a 10% discount.

(This fee will cover the cost of the training material, stationary, trainer's fee, lunch refreshments, and certificates)

Trainer's Bio: Mr. Omar Solaiman

Mr. Solaiman has a strong academic background in teaching and education. He holds a Master's degree in Education and has been training/teaching in Afghanistan for over 18 years in a variety of capacities. Omar is a certified Business Edge/IFC trainer.

Training Venue

Workshop will take place in the Fazilat training facilities located in Qalai Fatullah.

Registration of Participation

- Last day for registration and payment is **February 11th, 2010.**
- Seating is limited, first come first serve basis
- Your seat/participation will be confirmed after your registration/payment.
- Kindly complete the attached registration form and send back to us as soon as possible.

Cancellation

Fazilat reserves the right to cancel or postpone the training if circumstances require. Fazilat will inform all participants as soon as possible.

Contact us for your reservation and inquiries!

+93 (0) 799 23 44 44/786 400 772

Qalai Fatullah, Kabul, Afghanistan (Across from Dacaar NGO)

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