



Making Wise and Productive Decisions: Fundamental in the achievement of Educational Goals

Dr. Radhika Kapur

Abstract

In educational institutions of all levels, when the individuals in leadership positions, educators and other members are wholeheartedly determined towards achievement of educational goals and leading to enhancement of the overall system of education, they need make wise and productive decisions. There are number of factors in terms of which, decision making processes need to be implemented, i.e. teaching-learning methods, materials, instructional strategies, assessment strategies, seminars, workshops, events and so forth. The decision making processes are put into practice in a well-organized and regimented manner. Within the course of putting into operation the decision making processes, the individuals are required to make selection of the most suitable and worthwhile alternative. The individuals in leadership positions are vested with the authority and responsibility of making decisions. When they are putting into operation this task, they need to ensure, they are useful to the individuals and the overall system of education. With advancements taking place and with the advent of modernization and globalization, it is necessary to bring about changes in various types of methods and strategies. Hence, decision making processes need to be put into operation in a well-organized and disciplined manner to bring about transformations. When transformations are to be brought about, one of the important aspects that needs to be taken into account is, these should be favourable in to the overall system of education. Therefore, making wise and productive decisions are fundamental in the achievement of educational goals and carrying out the overall functioning of the educational institutions in an appropriate manner. The main concepts that are taken into account in this research paper are, developing decision making skills, factors to be implemented in making wise and productive decisions and factors giving rise to impediments in making wise and productive decisions.

Keywords: Abilities, Academic Subjects, Decision Making Processes, Educational Goals, Educational Institutions, Impediments, Skills

Introduction

The implementation of decision making processes is an integral part of the professional lives of the individuals. In educational institutions of all levels, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. Within the classroom settings, the educators make the decisions, but they give opportunities to students to participate in the decision making processes. The various factors in terms of which these are made are, teaching-learning methods, teaching-learning materials, instructional strategies, assessment strategies, extra-curricular and creative activities, infrastructure, amenities and facilities, and overall system of education. Within the course of putting into operation the decision making processes, the individuals are required to conduct the analysis of the alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option (Decision Making, 2022). The leaders need to ensure, the decisions made are favourable to the students and the overall system of education.

The implementation of decision making processes is essential to focus upon promoting student learning in terms of academic subjects; leading to enhancement of their knowledge, skills and abilities; organization of seminars and workshops; putting into operation different types of evaluation methods; leading to enhancement of extra-curricular and creative activities; utilization of modern, scientific and innovative methods; management of libraries, laboratories, playgrounds and overall environmental conditions; management of financial, technical, material and information resources; achieving educational goals and leading to enhancement of overall system of education. The decision making processes are complicated as well as manageable. The individuals need to put emphasis on honing analytical and critical thinking skills. These can be implemented in a less time consuming manner or may take more amount of time (Drucker, 1967). But this job duty needs to be put into operation in a wise and productive manner.

Therefore, in leading to progression of the students as well as the overall system of education, the implementation of decision making processes is regarded to be of utmost significance.

Developing Decision Making Skills

Within educational institutions of all levels, all the members are provided with the opportunities to develop decision making skills. For example, when students are giving exams, they are given questions in terms of which they are required to make choices. The students make selection of that question in which they are well-prepared (Decision Making, 2022). There are various factors that need to be taken into account in leading to development of decision making skills, i.e. developing clarity in terms of factors and situations; obtaining answers to questions and clearing all doubts; making decisions in terms of who should be consulted to give ideas and suggestions; deciding who should be involved in obtaining the technical, material and information resources; evaluating the decisions that have been made; collecting relevant information and preventing all the uncertainties and problems from assuming a major form. When all these factors are acknowledged, the individuals will participate in the decision making processes in an efficacious manner. Furthermore, the individuals need to ensure, the financial resources are managed in a well-organized and regimented manner.

With advancements taking place and with the advent of modernization and globalization, it is necessary to bring about changes in various methods and strategies. Hence, decision making processes need to be put into operation in a well-organized and disciplined manner to bring about changes. When changes are to be brought about, one of the important aspects that needs to be taken into account is, these should be enriching to the students and the overall system of education. The possession of adequate knowledge is essential. The individuals in leadership positions need to conduct research through utilization of various sources to augment their knowledge, competencies and abilities. Furthermore, putting into operation, effective communication processes with others is also vital in leading to development of decision making skills. Through communication, the individuals will exchange ideas and viewpoints, augment their knowledge and understanding in terms of various aspects and cope with various types of problems and stressful situations in a well-organized manner. As a consequence, they will contribute significantly in developing decision making skills.

The individuals within educational institutions are different from each other in terms of number of factors, i.e. caste, creed, race, religion, ethnicity, gender, age groups, cultures, educational qualifications, personality traits and socio-economic backgrounds. The individuals are required to work in co-ordination with each other in leading to overall functioning of the educational institutions. They need to form positive viewpoints in terms of each other. Furthermore, it needs to be ensured, there is not any discrimination on the basis of any factors. The individuals in leadership positions need to ensure, they make provision of equal rights and opportunities to all the members. Within classroom settings and overall educational institutions, when other members are provided with the opportunities to express their viewpoints and perspectives, it needs to be ensured, they are treated with respect and courtesy. Therefore, it is understood on a comprehensive basis that development of decision making skills takes place when individuals develop mutual understanding with each other. Furthermore, the individuals will develop motivation towards the implementation of their job duties and incur the feelings of pleasure and contentment.

The individuals in leadership positions, educators, other staff members and students need to put emphasis on honing skills. The various types of skills that need to be honed are, communication skills, analytical skills, decision making skills, critical thinking skills, problem-solving skills, technical skills, creative skills, leadership skills, negotiation skills, presentation skills, personal skills, professional skills, and time management skills. All these skills are regarded as fundamental to put into operation the decision making processes in an efficacious manner. These skills can be honed through conducting research via various sources and through putting into practice effective communication processes. The individuals communicate in a verbal and written form with the individuals, belonging to other educational institutions and organizations. Furthermore, when the individuals are to augment their knowledge in terms of various types of pioneering methods and materials, in such cases as well, the wise and productive decisions need to be made. Therefore, it can be stated, development of decision making skills takes place when individuals put in efforts to their best abilities in leading to up-gradation of different types of skills.

Factors to be implemented in Making Wise and Productive Decisions

In educational institutions of all levels, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. Within the classroom settings, the educators make the decisions, but they give opportunities to students to participate in the decision making processes. When other members are provided with the opportunities to express their viewpoints and perspectives, it needs to be ensured, they are communicated with in a polite and decent manner. When the leaders find the suggestions meaningful, they are accepted, on the other hand, when they do not sound meaningful, they are declined in a polite and respectful manner. When the decisions are made, it needs to be ensured, these are encouraging to the students as well as the overall structure of the educational institutions (Decision Making and Problem Solving, n.d.). It is necessary to augment understanding in terms of factors to be implemented in making wise and productive decisions. These are stated as follows:

Being informative in terms of Educational Goals

In educational institutions of all levels, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. Hence, it is of utmost significance for them to be informative in terms of educational goals. These are, promoting student learning in terms of academic subjects; leading to enhancement of their knowledge, skills and abilities; organizing seminars and workshops; putting into operation different types of evaluation methods; leading to enhancement of extra-curricular and creative activities; utilizing modern, scientific and innovative methods; facilitating administration of libraries, laboratories, playgrounds and overall environmental conditions; managing financial, technical, material and information resources; making provision of infrastructure, amenities and facilities; creating an amiable and pleasant environment within the workplace and leading to enhancement of overall system of education. The possession of information in terms of these goals would facilitate in implementing decision making processes in an effective manner. Therefore, being informative in terms of educational goals is regarded as one of the indispensable factors to be implemented in making wise and productive decisions.

Conducting Research

The possession of adequate knowledge is essential in order to make wise and productive decisions. The individuals in leadership positions need to conduct research through utilization of various sources to augment their knowledge, competencies and abilities. The various sources that are utilized are, books, articles, reports, projects, other reading materials and internet. These sources are regarded as indispensable in leading to up-gradation of competencies and abilities. The internet is regarded as one of the prominent sources that is making provision of information in terms of all subjects and concepts. Furthermore, the individuals are able to obtain answers to their questions and clear their doubts. Within the course of implementation of decision making processes as well, information in terms of number of factors is acquired through utilization of various sources and internet. Furthermore, putting into operation effective communication processes with other members of the educational institutions is also vital in leading to development of decision making skills. Therefore, conducting research is one of the significant factors to be implemented in making wise and productive decisions.

Conducting Analysis of Alternatives

Within the course of putting into operation the decision making processes, the individuals are required to conduct the analysis of the alternatives that are available. In most cases, there are more than two alternatives available. The individuals need to ensure, they select the ones, which would be most advantageous in the generation of desired outcomes. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative. The leaders need to ensure, the decisions made are favourable to the students and the overall system of education. In conducting the process of analysis, the pros and cons are identified. This is a time consuming process or can be completed in lesser amount of time. The individuals in leadership positions carry out this task on their own or through obtaining ideas and suggestions from other members. For example, within the classroom settings, the teachers may provide opportunities to students to express their viewpoints and perspectives. In this manner, the analysis is conducted in terms of alternatives. Therefore, conducting analysis of alternatives is an eminent factor to be implemented in making wise and productive decisions.

Implementing Effective Communication Processes

Putting into operation effective communication processes with others is also vital in leading to development of decision making skills. These are regarded as the lifeline in not only implementing decision making processes, but in carrying out the overall functioning of the educational institutions in a well-organized and disciplined manner. Through implementing effective communication processes, the individuals will exchange ideas and viewpoints, augment their knowledge and understanding in terms of various aspects and cope with various types of problems and stressful situations in a well-organized manner. As a consequence, they will contribute significantly in developing decision making skills. The communication processes takes place in a verbal and written form. Verbal communication takes place face to face or through utilization of mobile phones, computers, lap-tops and I pads. On the other hand, written communication takes place through exchanging messages, emails, letters, notices or any other written form. The individuals need to make use of polite language and decent words. Furthermore, they need to provide factual information and treat each other with respect and courtesy. Therefore, implementing effective communication processes is an essential factor to be implemented in making wise and productive decisions.

Honing Technical Skills

The technical skills are the skills that are utilized in making use of various types of technologies. These are related to the usage of different types of technologies, i.e. computers, lap-tops, I pads, projectors, scanners, printers, photo-copiers, audio-visual aids and so forth. In educational institutions of all levels, the individuals in leadership positions, educators, other staff members and students need to hone technical skills. The internet is regarded as one of the prominent sources that is making provision of information in terms of all subjects and concepts. Furthermore, the individuals are able to obtain answers to their questions and clear their doubts. Within the course of implementation of decision making processes as well, information in terms of number of factors is acquired through utilization of internet. Furthermore, technical skills are put into practice in the implementation of communication processes in a well-organized manner. Technologies are utilized for communicating with the individuals internal as well as external to the educational institutions. Therefore, honing technical skills is a noteworthy factor to be implemented in making wise and productive decisions.

Getting engaged in Creative Activities

The research studies have indicated that getting engaged in creative activities is regarded as one of the indispensable factors to develop the competencies and abilities to make wise and productive decisions. The various types of creative activities that students are encouraged to participate in educational institutions are, production of artworks, handicrafts, singing, dancing, playing of musical instruments, role plays, yoga, taekwondo, meditation, physical activities and various types of sports. The mind-sets of the students get stimulated and they develop motivation towards the implementation of job duties. Furthermore, they are able to render an important contribution in bringing about improvements in decision making skills. When the individuals are participating in various types of creative activities, they need to make decisions in terms of various aspects. In production of artworks and handicrafts, decisions need to be made in terms of various aspects, such as, materials, devices, tools and so forth. In this manner, students are provided with opportunities to hone decision making skills. Therefore, getting engaged in creative activities is a factor to be implemented in making wise and productive decisions, which has been acknowledged by educators and students.

Identifying the Inconsistencies

Within the course of putting into operation the decision making processes, there are occurrence of inconsistencies in terms of various aspects. These may give rise to barriers within the course of implementation of various types of job duties and in the achievement of educational goals. In making decisions in terms of various aspects, inconsistencies are experienced. These aspects are, teaching-learning methods, teaching-learning materials, instructional strategies, assessment strategies, extra-curricular and creative activities, technical, material and information resources, seminars and workshops, infrastructure, amenities and facilities, and leading to functioning of the overall system of education. Within the course of putting into operation the decision making processes, the individuals are required to identify the causes of inconsistencies. After the causes have been identified, the measures and approaches need to be put into operation to solve them. These need to be prevented from assuming a major form. Furthermore, these need to be curbed from giving rise to impediments.

Therefore, identifying the inconsistencies is a factor to be implemented in making wise and productive decisions, which needs to be taken into account throughout the functioning of the educational institutions.

Learning from Experience

When the individuals are to get recruited and selected within educational institutions, they need to possess job experience. The experience is regarded to be of utmost significance in doing well in one's job duties, generating the desired outcomes and achievement of professional goals. The individuals learn from experience. They do not remain unaware in terms of various aspects. The individuals need to be informative in terms of methods, techniques and approaches that are needed in the implementation of job duties. The experience of the individuals renders an important contribution in honing of competencies and abilities that are required in making of decisions. Within the course of putting into operation the decision making processes, the individuals are required to implement various tasks and activities. When they are experienced, they will be able to contribute significantly in carrying out various job duties in a satisfactory manner. As a consequence, they will not be overwhelmed by the problem of unawareness. Therefore, learning from experience is a factor to be implemented in making wise and productive decisions, which is regarded as worthwhile in the generation of desired outcomes.

Conducting Experiments

In some cases, within the course of putting into operation the decision making processes, individuals are perplexed in terms of various subjects, concepts and aspects. They are not sure in terms of which one to select, in such cases, they may obtain suggestions from others. The students obtain ideas and suggestions from their teachers. The wise and productive decisions will be made when the individuals are clear and well-informed in terms of the situations. Furthermore, they need to be informative in terms of methodologies and techniques. The individuals in leadership positions need to ensure that laboratories are in a well-developed state. The individuals conduct experiments in the case of science subjects of physics, chemistry and biology. These are an integral part of acquiring an efficient understanding of academic subjects and lesson plans. The conducting of experiments render an important contribution in leading to up-gradation of decision making skills. In this case as well, individuals are required to conduct the analysis of the options that are available. Therefore, conducting experiments is a factor to be implemented in making wise and productive decisions, which contributes significantly in honing decision making skills.

Obtaining Ideas and Suggestions from others

It is comprehensively understood, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. In the making of major decisions, which is regarding the educational institutions on the whole, there are organization of discussion meetings. In the discussion meetings, the other members are allowed to participate. They are provided with the opportunities to express their viewpoints and suggestions. When suggestions are meaningful, they are effected, on the other hand, when suggestions do not sound meaningful, they are declined in a polite manner. The individuals need to make use of polite language and decent words. Furthermore, they need to provide factual information and treat each other with respect and courtesy. The individuals need to provide opportunities to others to express their viewpoints and perspectives, particularly when decisions are concerning them. For example, within the course of implementation of classroom activities, ideas and suggestions are obtained from students by their teachers. Therefore, obtaining ideas and suggestions from others is a factor to be implemented in making wise and productive decisions, which enables the individuals to incur the feeling of job satisfaction.

Factors giving rise to Impediments in Making Wise and Productive Decisions

The implementation of decision making processes is an integral part of the professional lives of the individuals. In educational institutions of all levels, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. When they have to manage the resources or bring about transformations in any aspects, they need to make wise and productive decisions (What is Decision Making? 2022). The individuals are required to identify the causes of impediments. After the causes have been identified, the procedures and methodologies need to be put into operation to provide solutions to them. These need to be prevented from assuming a major form. Furthermore, these need to be curbed from giving rise to problems within the course of honing decision making skills.

Within the course of putting into operation the decision making processes, there are occurrence of certain factors that give rise to impediments. These are, scarcity of resources, lack of implementation of time management skills, lack of information, having too many people, vested interests, lack of effective communication processes, and making decisions in haste. These are stated as follows:

Scarcity of Resources

It is necessary to possess sufficient amount of financial, human, technical, material and information resources within the course of putting into operation the decision making processes. Financial resources are monetary resources; human resources are the personnel; technical resources are various types of technologies utilized; material resources are the materials, tools, devices, and equipment and information resources are the books, articles, reports, projects, other reading materials and internet. Scarcity of resources would give rise to impediments within the course of up-gradation of knowledge, competencies and abilities. As a consequence, the individuals will be overwhelmed by various problems and challenging situations within the course of putting into operation the decision making processes. Therefore, scarcity of resources is regarded as one of the indispensable factors giving rise to impediments in making wise and productive decisions.

Lack of implementation of Time Management Skills

All the members of the educational institutions are overwhelmed by number of job duties and responsibilities. It is apparently understood that they need to take out sufficient amount of time for them. Some can be completed in more amount of time, whereas, others are less time consuming. In the implementation of time management skills, the individuals assign priorities to the tasks. The tasks, which are more important are carried out first, whereas, the tasks, which are less important are focused upon after the completion of more important ones. Lack of implementation of time management skills is regarded as the major barrier within the course of putting into operation the decision making processes. The reason being, when the individuals will be engaged in other job duties, they will not have the time to put emphasis on the decision making processes. Therefore, it can be stated, lack of implementation of time management skills is an eminent factor giving rise to impediments in making wise and productive decisions.

Lack of Information

It is comprehensively understood that within the course of implementation of decision making processes, the individuals need to be informative in terms of methodologies, procedures, strategies and approaches. Furthermore, throughout the implementation of their job duties, they need to conduct research through utilizing various sources and develop mutual understanding with the other members. Lack of information would give rise to impediments within the course of up-gradation of knowledge, competencies and abilities. As a consequence, the individuals will be overwhelmed by various problems and challenging situations within the course of putting into operation the decision making processes. When the individuals will not be aware, they will not be able to implement decision making processes in an adequate manner. As a consequence, the individuals may either make the decisions in haste or procrastinate the implementation of decision making processes. Therefore, it is well-understood in educational institutions of all levels that lack of information is a meaningful factor giving rise to impediments in making wise and productive decisions.

Having too many People

In the making of major decisions, which is regarding the educational institutions on the whole, there are organization of discussion meetings. In the discussion meetings, the individuals in leadership positions and other members are present. The other members are allowed to participate. They are provided with the opportunities to express their viewpoints and suggestions. It needs to be ensured, lesser number of people are present in the discussion meetings. Having too many people is regarded as a major impediment within the course of putting into operation the decision making processes. The reason being, when there are more number of people present, there will be perplexity and as a consequence, wise and productive decisions cannot be made. The individuals need to be informative in terms of different types of methods, techniques and approaches that are needed in the implementation of decision making processes. With advancements taking place, it is necessary to utilise modern, scientific and innovative methods. Hence, these methods need to be approving to all the members. Therefore, having too many people is a worthwhile factor giving rise to impediments in making wise and productive decisions.

Vested Interests

Vested interests are referred to the interests, which are only concerning the individuals. They will not be of concern to others. For example, within the classroom settings, when the teachers give projects to the students to work in groups, in such cases, the groups will make their own decisions in terms of methodologies and strategies. They will put in efforts to their best abilities to make their work successful. Furthermore, the decisions made by them will not be of interest to other groups. The possession of determination to do well in one's job duties is appropriate. But vested interests is regarded as a major impediment within the course of putting into operation the decision making processes for leaders and educators. The reason being, when the leaders or educators are making decisions, they need to ensure they are favourable to all the members, irrespective of their job positions in the hierarchy and to overall educational institutions. Therefore, vested interests is critical factor giving rise to impediments in making wise and productive decisions.

Lack of Effective Communication Processes

Through implementing effective communication processes, the individuals will exchange ideas and viewpoints, augment their knowledge and understanding in terms of various aspects and cope with various types of problems and stressful situations in a well-organized manner. As a consequence, they will contribute significantly in developing decision making skills. On the other hand, lack of effective communication processes is an impediment in making wise and productive decisions. The reason being, this would give rise to impediments within the course of up-gradation of knowledge, competencies and abilities. As a consequence, the individuals will be overwhelmed by various dilemmas and challenging situations within the course of putting into operation the decision making processes. When the individuals will not be aware, they will not be able to implement decision making processes satisfactorily. Therefore, lack of effective communication processes is a factor giving rise to impediments in making wise and productive decisions, which has been recognized by individuals on a comprehensive basis.

Making Decisions in Haste

The decisions should not be made in haste. Within the course of putting into operation the decision making processes, there are number of tasks and activities that are taken into account by the individuals. When the decisions are made in terms of a project or assignment, or management of resources, organization of seminars or workshops or the overall structure of the educational institutions, these need to be made after conducting analysis of all types of alternatives or options available. The individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. One of the important aspects that needs to be taken into account is, these need to be favourable to all members. Making decisions in haste is an impediment in making wise and productive decisions. The reason being, the individuals will not be able to put into practice analytical, critical thinking and problem-solving skills in an appropriate manner. Therefore, making decisions in haste is a factor giving rise to impediments in making wise and productive decisions, which would prove to be disadvantageous on a comprehensive basis.

Conclusion

In educational institutions of all levels, the individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions. These need to be favourable to all members. Hence, it is indispensable to develop decision making skills. Factors to be implemented in making wise and productive decisions are, being informative in terms of educational goals, conducting research, conducting analysis of alternatives, implementing effective communication processes, honing technical skills, getting engaged in creative activities, identifying the inconsistencies, learning from experience, conducting experiments and obtaining ideas and suggestions from others. Factors giving rise to impediments in making wise and productive decisions are, scarcity of resources, lack of implementation of time management skills, lack of information, having too many people, vested interests, lack of effective communication processes, and making decisions in haste. Finally, it can be stated, making wise and productive decisions are fundamental in leading to progression of students and overall system of education.

Bibliography

Decision Making. (2022). Retrieved June 14, 2022 from [skillsyouneed.com](https://www.skillsyouneed.com)

Decision Making. (2022). Retrieved June 14, 2022 from [mindtools.com](https://www.mindtools.com)

Decision Making and Problem Solving. (n.d.). Harvard Business Review. Retrieved June 14, 2022 from hbr.org

Drucker, P. (1967). The Effective Decision. Harvard Business Review. Retrieved June 14, 2022 from hbr.org

What is Decision Making? (2022). Retrieved June 14, 2022 from [managementstudyguide.com](https://www.managementstudyguide.com)