ASSIGNMENT GUIDANCE 3CO02

Table of Contents

Section-1

Assessment Criteria 1.1: Defining and Applying Evidence-Based Practice	Evidence-Based Practice (EBP) is a decision-making process that integrates four core elements: psi research, business information, professional knowledge, and consultant opinion. In this way, it strengthens organizational effectiveness because they are making decisions more tangle, logical and less arbitrary.
	Implementing EBP in Organizations
	Identification of Issues: In the case of decision making or operational issue, the decision and problem have to be defined clearly in the organization (Shrestha *et al.* 2021).
	Evidence Collection: Collect data on your organization from surveys/empirical works, organizational databases, opinion surveys, and others.
	Evidence Evaluation: Evaluate the credibility and relevancy of the collected data and make necessary changes for its possible applicability.
	Decision Implementation: Implement the knowledge deduced from the synthesized evidence with decisions that are coherent with standards set within the organization.
	Outcome Evaluation: Implement decision control by analyzing changes needed and the effectiveness of those changes to inform the

	next decision.
	For instance, an organisation can use EBP in creating a new training program to involve knowledge from educational theories, assessment of previous trainings, consultation with other experts in the human resources field and employee feedback to formulate a more effective training program. This kind of structure helps to guarantee that many strategies in an organization are both grounded in scientific research findings and recognized regarding stakeholders' requirements.
Assessment Criteria 1.2: The Role of Data in Organizational Decision-Making	One of the biggest challenges of practicing business intelligence is that data is a crucial resource and plays a significant role in influencing a company's decisions. It is integral in the formulation of strategies, outlines areas of operational problems, and offers standards for the assessment of performance. Data provides insight into organisations therefore assisting in decision making processes that are in line with the organisations' strategic plans and current business environments (Duan *et al.* 2020). **Importance of Data Accuracy** Data quality is very important because poor quality data will only yield incorrect decisions, with corresponding wrong

	allocation and utilization of resources, wrong strategies and possibly costly ramifications. For instance, incorrect figures in sales may cause an organisation to supply products they do not meet demand for, or supply a few than is necessary, thus, leading to excessive stocks or scarcity which has an impact on the company's earnings and its clients.
	Consequences of Inaccurate Data
	It is disastrous to rely on incorrect information when making decisions that affect the strategies and the way the organization operates. Through inaccurate data, there might be wrong interpretations of information that affect the quality of decisions and may result in inefficiency or may not meet the compliance standards this would hinder stakeholder's confidence and the organization's reputation.
	For example, if a healthcare organization misunderstands patient data, this may cause a negative effect in terms of patient treatment and on the health organization's credibility. Therefore, it is crucial to ascertain that the data used in organizational decision-making is accurate and reliable since its accuracy reflects the effectiveness of decisions made within an organization.
Assessment Criteria 1.3: Data	Thus, the quantitative and qualitative data

Measurements in People Management	should critically be employed when concerning official human resources management and organizational development. These data types give a holistic approach to understanding the flow of employees and the organization's performance so that effective and efficient intervention measures may be forwarded as well as relevant policies developed (Knight and Parker, 2021).
	Types of Data Utilized
	Qualitative Data: This covers opinions that employees have given through questionnaires or feedback from a structured interview process or focus group discussion. This can assist in understanding employee opinions and attitudes about the culture and level of satisfaction within the workplace. This sort of information is exceptionally beneficial in pinpointing areas of suboptimal engagement and understanding micro-level employee attitudes.
	Quantitative Data: Includes count-data including turnover rates, truancy, and performance indicators. Besides, it provides quantitative Proof of HR outcomes and is useful for comparing Company's performance with that of other industry players. This type of data is vital in presenting evidence of progress, goal-setting, and assessing the effectiveness of changes effected in the HR practice.

	Application in Decision-Making

These data types are important to HR professionals since they employ them in developing the right strategies for recruitment, on the other hand, the professionals also use such data to facilitate on ways of engaging the staff to achieve better retention rates. For instance, studying of turnover data makes it possible to establish trends and precursors of staff turnover that combined with other available information will enable managers and other stakeholders make better decisions through proper formulation and implementation of employee retention policies as well as other workplace improvements. This structured HR approach ensures that the organization evolves its HR policies and practices to meet its goals as well as the needs of the employees, thus improving their productivity and satisfaction. |
| **Assessment Criteria 1.6: Influencing Decisions through Policies and Procedures** | Organizational policies and procedures are preliminary for suggesting the right actions and preventing possible mistakes on organizational practices and non-compliance with the existing laws (Jancsics *et al.* 2023). They are core to the way organizations address strategic management and operational effectiveness.

Responsibilities held by Policies and |

Procedures

There are many benefits of policies and procedures in the decision-making process including putting in order ways of sorting out problems and composing them in such a way that the organization's decision and actions are coherent all through and are also consonant with the broader business strategy. They employed as a frame of reference in responding with numerous operation and strategic concerns; thus, decrease the level of vagueness and enhance efficiency (Khalifa, 2021).

Adaptability and Responsiveness

2 Policies and procedures have to be flexible in relation to the changes within the general business environment. This includes:

Macro Changes: For example, changes in the nature and framework of industries and the overall economic environment that require update to align with new requirements for compliance, and sustain competitive advantage.

Micro Changes: Organizational internal factors that may arise, for instance, the adoption of new technologies, changes in organizational vision, mission, or goals that may prompt changes in procedure to ensure that processes retain their optimality.

For instance, a change in the legislation concerning the protection of data means that

	the organisation needs to modify its privacy policies to satisfy legal requirements and secure the stakeholders' interests. The ability to do so is not only beneficial when managing risks, but also in establishing the sustainable business environment whereby variation can be addressed as an opportunity just as much as it can be conversation as a threat.

Section 2

Assessment Criteria 1.4: Analysing Turnover Data	Based on the given turnover rate information, the turnover rate from each department per annum and the overall turnover rate of the organization should be estimated (Guzeller and Celiker, 2020). These calculations also facilitate determining tendencies and directions in regards to turnover, as well as departments that require more attention from management regarding retaining their employees.
Assessment Criteria 1.5: Presenting Data Findings	Dissect the data and show it in as simple and easy to comprehend ways as possible, be it bar graphs, pie charts, or any other that will help in showing the turnovers for the various departments at different points. It helps the stakeholders to grasp the data presented at a glance, and all the analysis conducted can be used to inform different decisions.

	For instance, a bar graph could depict the turnover rate by department over the years, by circled those departments that have high or varying turnover that could therefore be subject to improved HR intercessory such as interviews for turnover reasons or employee satisfaction surveys in an attempt to get to the root of things. In this way, organisation carry out evidence-based practice, any data analysis structure to improve, refine and advance their decision-making strategies thus leading to informed, efficient, improved and strategic decisions making.

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