

Delegation

COURSE OVERVIEW

Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned.

This workshop will explore many of the facets of delegation, including when to delegate and to whom to delegate, the delegation process step by step and techniques to overcome problems.

KEY SUBJECT AREAS

- Why delegate? What is delegation?
- Pre-assignment review
- Picking the right person
- The delegation meeting
- Giving instructions
- Monitoring delegation
- Practicing delegation
- Giving feedback
- Becoming a good delegator

LEARNING OUTCOMES

This workshop will enable the participant to:

- How delegation fits into their job and how it can make them more successful
- Different ways of delegating tasks
- How to use an eight-step process for effective delegation
- How to give better instructions for better delegation results
- Common delegation pitfalls and how to avoid them
- Ways to monitor delegation results
- Techniques for giving effective feedback

Effective delegation is one of the most valuable skills you can master.

Duration: 1 Day

Unique features

The Coaching & Mentoring Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Anyone in a leadership position who would like to better understand delegation techniques and the reasons for it.

Includes...

- Resource material & workbook.
- Training 101 Certificate
- Quick reference guide.

Contact us for more information
or to register on a workshop:

P: 0800 801 233