

Delegation Skills



Duration: Half Day

Introduction:

Delegating is not 'dumping' or merely allocating tasks to others. It is a process that needs to be thought through and managed effectively. Done well, delegation can make a significant difference to the motivation of individuals and to team productivity. Effectively delegating to others also frees up management time to focus on priority goals and tasks. Through delegation, individuals will develop and teams will strengthen their resilience to cope with problems when their manager is not available. A skilled manager leads highly productive teams and encourages their development to improve their individual and team performance.

Workshop Content:

This half day Delegation Skills workshop will review the following:

- **Managing through delegation**
- **Delegating: The Manager's No.1 Tool**
- **Delegation myths**
- **11 steps to successful delegation**
- **The 7 levels of delegation**
- **Tasks to delegate and ones to avoid**
- **Common causes of ineffective delegation**
- **Reviewing and monitoring delegation**
- **What to do when it goes wrong**
- **Formulating 'back at work' delegation opportunities**

The workshop is designed for active participation. All attendees are encouraged to fully participate and contribute to the activities undertaken.

The Delegation Skills workshop focuses on the steps that can be taken and the tasks that can be delegated to others. Effectively delegating tasks will help you to improve your work-life balance, enhance your professional credibility and develop the potential in your people.

Course Aim:

You will self-assess your current delegation skills and gain the knowledge and understanding to delegate to others effectively. You will be able to identify the different levels of delegation and the types of tasks to delegate. At the end you will reflect on what you have learnt and formulate 'back at work' opportunities to delegate.

Training Suitable For:

All Supervisors / Team Leaders / Managers who have people reporting to them officially or unofficially. The course is also suitable for HR personnel who are involved in providing guidance and coaching to others.

Learning Objectives:

- To be able to identify appropriate tasks to delegate
- To understand how to manage the delegation process effectively
- To identify the different levels of delegation
- How to use delegation as a management tool for developing and motivating your people
- To identify tasks that you can delegate to others when you return to work

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