PROFESSIONAL DEVELOPMENT TRAINING

Effective Delegation Training

REQUEST QUOTE

1.0 DAY COURSE

Delegation allows managers to achieve more by assigning specific tasks to the appropriate staff, while still being accountable for any outcome. The Effective Delegation Training course provides you with the necessary knowledge and skills to delegate tasks and responsibilities effectively.

The Effective Delegation Training course will teach you: to assess how delegation fits into your job, when and whom to delegate responsibilities, the 8-step process for effective delegation, how to avoid the common delegation pitfalls, the different ways of delegating tasks, how to give instructions effectively, the use of effective techniques to overcome problems, how to monitor results and much more.

This comprehensive and valuable training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle.

What You'll Gain:

Delegation is often one of the hardest skills for a manager to master. During this training course, participants receive training in the many of the facets of delegation, including when and whom to delegate responsibilities, understanding the delegation process, using effective techniques to overcome problems, and more.

Outcomes

After completing this course, participants will have learned to:

- Understand how delegation fits into their job and increase productivity
- Understand and use different ways of delegating tasks
- Use Pre-assignment review
- Pick up the right person
- Use an eight-step process for effective delegation
- Give better instructions for better delegation results
- Give instructions effectively

- Identify common delegation pitfalls and learn how to avoid them
- Use ways to monitor delegation results
- Monitor delegation
- Use techniques for giving effective feedback
- Provide feedback
- Understand the importance of delegation and its results
- Manage a delegation meeting

Modules

Lesson 1: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Giving Instructions
- Three Types of Instructions
- Examples
- Preparing Instructions

Lesson 3: Why Delegate?
- Advantages & Disadvantages
- Delegation Do's and Don'ts
- Self-Assessment

Lesson 4: Monitoring Delegation
- Why Monitor Delegation?
- Advantages of Monitoring Delegation
- Methods to Monitor Delegation

Lesson 5: What is Delegation?
- Delegation Definitions
- Levels of Delegation
- Guidelines for Success
- Lateral Delegation

Lesson 6: Practicing Delegation
- Your Role in Delegation
- Employees' Role in Delegation
- When to Delegate
- Whom to Delegate To
- Delegating Authority
- Monitoring Delegation
- Managing Disappointments

Lesson 7: Picking the Right Person
- Demonstrated Based on Skill Level
- Employee Motivation
- Employee Workload
- Matching of Skills & People

Lesson 8: Giving Feedback
- The Ingredients of Good Feedback
- What Makes Feedback Effective
- Case Studies

Lesson 9: The Delegation Meeting
- Clarity in Communication
- Context & Relevance

Lesson 10: Becoming a Good Delegator
- Characteristics of Effective Delegators
- Personal Action Plan

- Ensuring Understanding
- Setting Performance Standards
- Delegating Authority
- Setting Support
- Clarity in Expectations & Committment
- Rewards & Recognition

Lesson 11: Putting it into Practice

- Case Study
- Eight Steps of Delegation Meeting
- Activity

- Recommended Readings

Lesson 12: Wrapping Up

- Words from the Wise

Talk to our expert team

Phone:

Email: