

MANAGEMENT: How To Delegate

Course duration: 1 day

Who should attend:

This course is valuable for anyone who wants to improve their productivity by delegating more effectively, and for those who wish to develop more balance and control over their time commitments.

Course benefits:

Delegation is an essential element of any manager's job. In this course you gain the practical skills to decide and prioritise which tasks to delegate, and how to choose the right person for the job. You will be given tools and techniques to help you become a skilled and trusted delegator.

What you will learn:

- Understanding delegation
 - Defining delegation
 - Why delegate
 - Recognising and dealing with barriers
 - Building a relationship
- Delegating effectively
 - Selecting tasks
 - Deciding which tasks to keep
 - Planning a structure with delegation
 - Considering roles
 - Understanding accountability
 - Choosing the right person
 - Preparing a brief
 - Securing agreement in principle
 - Briefing effectively
- Monitoring progress
 - Working with controls
 - Minimising risks
 - Reinforcing a delegate's role
 - Providing support
 - Maintaining the boundaries
 - Giving feedback
 - Praising and rewarding
 - Analysing difficulties
 - Assessing your ability
- Improving skills
 - Developing delegates
 - Appointing sub-leaders
 - Developing yourself through delegation