

Effective Delegation

Are you a manager who under-delegates due to concerns about getting the job done right?

Are you willing to delegate, but aren't sure which employee(s) to delegate to?

Do you need to delegate to someone who doesn't report to you?

Productivity is a critical measure in today's organizations. The ability to delegate tasks, projects, responsibility, and authority supports productivity. Delegation is also critical to effective staff development and succession planning. The issue? Most managers under-delegate. This workshop will help managers work past their barriers to more regular and effective delegation.

TOPICS

- ❖ Determine opportunities for increased delegation
- ❖ Identify when delegation is not appropriate
- ❖ Establish delegation goals
- ❖ Determine the scope of an assignment and analyze the requirements
- ❖ Select among possible candidates for delegation
- ❖ Use a proven process for delegating
- ❖ Overcome personal resistance to delegation
- ❖ Ask the right questions when someone delegates to you

RESULTS

Participants will be able to:

- ❖ Identify and challenge personal barriers and resistance to increased delegation
- ❖ Establish delegation objectives and determine opportunities for increasing delegation
- ❖ Identify when delegation is and is not appropriate
- ❖ Determine the scope of an assignment and analyze the requirements
- ❖ Select among possible candidates for delegation
- ❖ Use a proven process for delegating
- ❖ Establish accountability for delegated assignments
- ❖ Delegate to those who do not report directly to you
- ❖ Ask the right questions when someone delegates to you

All courses can be customized for each group's specific needs.