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**Effective Delegation**  
**1 Day Training Course**  
Enabling managers to  
improve their  
productivity & efficiency  
through delegation



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## Delegation -

### What's your approach?

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- I can do it better myself.
  - My people are just not capable enough.
  - It takes too much time to explain what I want done.
  - If it goes wrong I'll still be accountable.
  - Delegation reduces my own authority.
  - I'll be shown up if they do too good a job.
  - My people prefer that I make the decisions.
  - Team members want to avoid responsibility (or at least at work).

Learning to recognise and overcome the barriers is the first step to successful and effective delegation .

This course will show you how.

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Many managers and leaders often find the delegation step difficult and uncomfortable. They are often reluctant to make the mindset change required to enable their team to perform brilliantly.



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## Course Aim

To enable managers to improve productivity and efficiency through effective, intelligent and planned delegation.

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### About the course

Delegation is a non-negotiable 'must' for anyone who has a bigger job than they can accomplish on their own without help. All managers and leaders are dependent on other people to help them achieve their results. Being able to let go and delegate tasks to others can be one of the hardest managerial responsibilities. The temptation is just to do it yourself - after all you're likely to do a much better and quicker job and let's face it it's going to take more time than it's worth to explain to someone else how to tackle the task. This all too common view only leads to disaster - lack of delegation will lead to you slowly drowning in work. Tasks will become half-finished or poorly executed and you will end up with a disgruntled and demotivated team who are crying out to take on more responsibility.

Successful managers need the skills to delegate effectively - not only to help them achieve more but also to develop the full potential of their people.

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### Key Outcomes

Participants will learn to:

- Overcome the common barriers that prevent them from delegating
- Evaluate how well they currently delegate in their work environment
- Adopt a structured approach to delegation
- Identify appropriate tasks to delegate to the right team members
- Use delegation to create an empowered and motivated team

### Who should attend

Suitable for those who have (or will have) the opportunity to delegate work to others and wish to increase their effectiveness in this essential skill.



## Course Outline

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### Understanding Delegation

- Defining 'effective delegation'
- The difference between delegating and dumping
- Why delegate?
- The many benefits of delegation
- Identifying and breaking down the barriers to delegation

### Delegation at Work—A Structured Approach

- Applying a structured process to help delegate effectively

### Time Challenge

- An exercise in prioritising, delegating and time planning. Teams must decide which tasks to delegate and who to delegate them to.

### Identifying Delegation Opportunities

- What can and can't be delegated and why
- Using delegation to develop others: The 'stretch' but not 'stress' approach
- Opportunities for delegation: past and present

### Delegation and Empowerment

- Delegation with or without empowerment: The key difference
- Establishing appropriate levels of empowerment for each delegation
- Avoiding micro-managing

### The Delegation Interaction

- Briefing effectively using a five stage process
- Handling objections and gaining commitment to delegation

### Follow through and Feedback

- Reviewing progress using effective praise and constructive criticism

### Delegation Skills Audit

- Assessing individual current delegation skills and practices over 6 key areas
- Creating a personal delegation skills profile using feedback from others

### Personal Development Plan

- Action planning the transfer of learning to the workplace
- Participants build a personal development plan to improve their delegation skills.



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## What Delegates Say

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“I have increased my awareness of how I currently delegate and now have a clear action plan to help me improve. The trainer had an excellent way of communicating the course, keeping a high level of interest.”

**Thanos Papanaklis, White Young Green**

“The trainer was excellent - high energy and kept us on track - and we are a talkative crowd!”

**Bill Westwater, CEO, Xeros**

“This training furthered my understanding of the tools to delegate effectively. The ability to empower is key. I will attempt to lead through questioning and involvement moving forward.”

**Greg Dickson, Associate Director, Turley**

“The trainer was engaging, welcoming and knowledgeable. The course was exceptional. Easily the best delivered and most useful I have been on, particularly the interactive activity. Thank you.”

**Kathryn Young, Planner, Turley**



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## Contact us

This course is available for in-house delivery or at a venue of your choice and can be tailored specifically to meet your business needs. For booking fees or further information contact us:

**0845 519 9395**

**[info@traininginterventions.co.uk](mailto:info@traininginterventions.co.uk)**

**[www.traininginterventions.co.uk](http://www.traininginterventions.co.uk)**

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### Related Training Programmes:

- Effective Time Management
- Effective Influencing Skills
- Coaching skills for Managers
- Assertiveness at Work

