



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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SUCCESSFUL DELEGATION

Duration: 4 hours

Successful delegation is very important to the success of an organization. When delegation is effective, managers/supervisors provide opportunities for employees to learn, grow, and demonstrate a skill set or knowledge. Poor delegation can set up an employee to fail.

Shared trust is a simple but central aspect of delegation. But when delegating a task, trust typically suffers or flourishes based on the skills of the person doing the delegating. The process of delegation can create a tremendous amount of misunderstanding and false expectations when it is not done properly.

Despite their importance, delegation skills are often not taught – leaders are assumed to know how to delegate, or they wouldn't be leaders. **This seminar is designed to fill the gap many managers and supervisors feel when it comes to delegation. Participants will be introduced to a simple 5-step process that will achieve success for the manager/supervisor, the delegatee, and the organization.**

Course Content

- **Delegation Self-Assessment:** How effective is your current delegation method?
- **The Delegation Process:**
 - Analysis of Task
 - Selection of Delegatee
 - Assigning the Task
 - Execution of the Task
 - Monitoring the Feedback Process
- **Delegating to Individuals, Teams, Peers**
- **Case studies and Role Plays for evaluation**
- **Special DVD Presentation**

Target Audience

This seminar is meant for managers, supervisors, and others will gain useful skills in delegating tasks, and gain a better understanding of the impact their delegation skill has on outcomes and their employees.

Maximum number of participants: 20