

EFFECTIVE DELEGATION TRAINING

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COURSE LENGTH: 1.0 DAYS

Effective delegation does not only reduce a manager's or leader's workload; it also allows the staff to experience and handle new responsibilities. The Effective Delegation Training course provides you with the necessary knowledge and skills development that will enable you to delegate tasks and responsibilities effectively.

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

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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EFFECTIVE DELEGATION TRAINING COURSE OUTLINE

FOREWORD

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, use 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
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MODULES

Lesson 1: Getting Started

- ▶ Icebreaker
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives

Lesson 2: Why Delegate?

- ▶ Advantages & Disadvantages
- ▶ Delegation Do's and Don'ts
- ▶ Self-Assessment

Lesson 3: What is Delegation?

- ▶ Delegation Definitions
- ▶ Levels of Delegation
- ▶ Guidelines for Success
- ▶ Lateral Delegation

Lesson 4: Picking the Right Person

- ▶ Delegation Based on Skill Level
- ▶ Employee Motivation
- ▶ Employee Workload
- ▶ Matching of Skills & People

Lesson 5: The Delegation Meeting

- ▶ Clarity in Communication
- ▶ Context & Relevance
- ▶ Ensuring Understanding
- ▶ Setting Performance Standards
- ▶ Delegating Authority
- ▶ Setting Support
- ▶ Clarity in Expectations & Commitment
- ▶ Rewards & Recognition

Lesson 6: Putting it into Practice

- ▶ Case Study
- ▶ Eight Steps of Delegation Meeting
- ▶ Activity

Lesson 7: Giving Instructions

- ▶ Three Types of Instructions
- ▶ Examples
- ▶ Preparing Instructions

Lesson 8: Monitoring Delegation

- ▶ Why Monitor Delegation?
- ▶ Advantages of Monitoring Delegation
- ▶ Methods to Monitor Delegation

Lesson 9: Practicing Delegation

- ▶ Your Role in Delegation
- ▶ Employees' Role in Delegation
- ▶ When to Delegate
- ▶ Whom to Delegate To
- ▶ Delegating Authority
- ▶ Monitoring Delegation
- ▶ Managing Disappointments

Lesson 10: Giving Feedback

- ▶ The Ingredients of Good Feedback
- ▶ What Makes Feedback Effective
- ▶ Case Studies

Lesson 11: Becoming a Good Delegator

- ▶ Characteristics of Effective Delegators
- ▶ Personal Action Plan
- ▶ Recommended Readings

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)