

Delegating More Effectively and Efficiently in the Workplace

Delegation is one of the hardest skills for a manager to master. However, the skill can be learned. This workshop will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

Workshop Benefits:

- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify opportunities within the scope of your authority for delegating effectively to others.
- Identify the criteria for fair and responsible delegation to all employees.
- Develop communication skills so that employees will be open to delegation.
- Recognize common delegation pitfalls and how to avoid them.
- Provide opportunities to test your delegation skills.

What Will Be Discussed?

- ✓ Why Delegate?
 - Advantages and Disadvantages
 - Self-Assessment
- ✓ What is Delegation?
- ✓ Picking the Right Person
- ✓ The Delegation Meeting
- ✓ Levels of Authority
- ✓ Giving Instructions
- ✓ Communication Skills
- ✓ Monitoring Delegation
- ✓ Giving Feedback
- ✓ Becoming a Good Delegator

