



DELEGATION

“The surest way for an executive to kill himself is to refuse to learn how, and when, and to whom to delegate work” – J. C. Penney

I have too much to do! How do I reorganize and eliminate some of the workload? Learn how delegation allows you to be a more effective leader, with a step-by-step process on how to delegate tasks. Learn how to decidewhat does and doesn't get delegated, and how to choose the right person.

DESCRIPTION

Delegation involves assigning specific tasks to others and giving them the authority to complete those tasks. Skilled managers know that delegating is a technique that can magnify productivity. Others, however, resist delegation since they are ultimately responsible for the results of their staff. They may delegate tasks without the appropriate authority to act or decide. They may delegate too soon to the wrong people. This course provides managers and leaders with the skills necessary to make appropriate delegation decisions – how, when, and to whom.

WHO SHOULD ATTEND?

Leaders and Managers

DURATION: 4 hours

CONTENT

- Situational Leadership Theory
- Delegation is... vs. Delegation is not...
- Characteristics of a peak performer
- What to delegate
- Delegating with authority (8 levels)
- Delegation practice

OBJECTIVES

By the end of this session, participants will be able to:

- Identify appropriate tasks to delegate
- Identify people to whom tasks can be delegated
- Determine what level of authority should be delegated along with each task
- Develop an action plan to delegate

THE PROCESS

This workshop is designed to be highly interactive allowing participants to

- Achieve personal awareness
- Apply principles to personally relevant situations
- Practice and engage with other participants to share challenges, solutions, and insights
- Develop a personalized action plan for improvement

Various activities, case studies, and practice opportunities are used to develop awareness and skills that participants can immediately apply after the session's completion.