

Delegating for Performance (Tier 2)

1 or 2 Days

Description

The challenge of today's leaders is to help prepare and strengthen others. Through delegation, the individuals you oversee are able to effectively contribute to the team. By offering significant contributions, employees will then experience higher self-esteem with regard to their responsibility in the workplace. Delegation benefits everyone by helping to make the most of people's talents in the present as well as in the future. Through this program you will learn the necessary skills for effective delegation as well as acquire methods to ensure successful delegation with a productive outcome. Additionally, you will learn to identify your own strengths and limitations in this essential process.

Prerequisites

- None

Objectives

Upon successful completion of this program, participants will be able to:

- ✓ Define effective delegation, describe its benefits, its application and its use in today's business reality.
- ✓ Identify what skills and abilities are necessary for someone to be an efficient delegator.
- ✓ Understand your own strengths and limitations in the delegation process.
- ✓ Use appropriate guidelines, methods and techniques to ensure a successful delegation process with a productive outcome.
- ✓ Generate an action plan to enhance your skills at delegation.
- ✓ Generate an action plan to foster your ability to give and receive feedback and to communicate more effectively.

- Pre-Test/Feedback: Your Delegation Skills
- Effective Delegation--A Three-Part Analysis
- Flow Chart: Part I -- Attitudes And The Delegation Process
- Questionnaire: Can't Delegate? Why Not? Attitude Check?
- Worksheet: What Are Your Attitudes Toward Delegation?
- Part II -- Choosing The Opportunities To Delegate
- Flow Chart: Part III -- Choosing The Right Employee

- Work Sheet: Choosing The Right Employee
- Details Of The Six Steps
- Chart: Problems And Recommendations
- More About The People Side Of Delegation
- The Art And Science Of Delegating Upward And Across
- Application: Work Sheet For Successful Delegation
- Summary: Today's Reality -- Delegation
- Post-Test and Answers: Today's Reality -- Delegation
- Action Planning