

Delegating Effectively (Tier 2)

1 Day

Description

Effective delegation is one of the most valuable skills you can master. It reduces your workload and develops employee skills. Delegating prepares employees who work for you to be able to handle your responsibilities and simultaneously allows you to advance to other career opportunities within your organization.

Delegation is also often 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.

Prerequisites

- None

Objectives

- ✓ 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 a technique for defining expectations.
- ✓ Recognize common delegation pitfalls and how to avoid them.
- ✓ Provide opportunities to test your delegation skills.

Why Delegate?

Advantages and Disadvantages

Self-Assessment

What is Delegation?

Pre-Assignment Review

Picking the Right Person

What motivates my team?

The Delegation Meeting

Levels of Authority

The Four Levels

Role Play

Giving Instructions

Communication Skills

Monitoring Delegation

Monitoring Delegation

Practicing Delegation: A Case Study

Giving Feedback

The Ingredients of Good Feedback

Case Study

Becoming a Good Delegator

A Personal Action Plan