

DELEGATION SKILLS FOR LEADERS

1 Day

This training program is designed to help with delegation skills in the workplace. In this course, participants will learn how delegating is part of the management process, learn delegating skills and techniques, identify, and remove obstacles to delegation, and understand how delegation can help employees grow.

COURSE CONTENT

MANAGEMENT AND THE DELEGATION PROCESS

- What Is Delegation?
- The Purpose of Delegation
- The Role of the Manager
- Planning
- Organizing
- Controlling
- Motivating

CLEARING THE WAY FOR DELEGATION

- Case Study: The Do-It-Yourself Manager
- Case Study: The Hands-Off Supervisor
- Benefits of Delegation
- Self-Assessment
- Common Barriers to Delegation
- Case Study: Letting False Obstacles Get in the Way
- Preparing to Delegate
- Planning the Delegation
- Selecting the Right Person

CARRYING OUT THE DELEGATION MORE MENU OPTIONS

- Communicating the Delegation
- Seven Steps to Solving Problems
- Troubleshooting Delegation Problems
- Monitoring
- Case Study: Different Plans for Different Employees

TRANSITIONING THROUGH CHANGE

- Using Delegation for Managing Change
- An Action Plan for Success