PROFESSIONAL DEVELOPMENT TRAINING

Effective Delegation Training

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Effective delegation is as much an art form as a skill which allows you to get more done with limited resources. If you know how to delegate skillfully, it will reduce your workload, increase your productivity and makes expansion and growth possible. You can delegate your way to success!

The PD Training Effective Delegation Training Course provides you with the knowledge and skills to effectively understand the levels, methods, monitoring, management and practice of delegation. Delegating roles and responsibilities appropriately helps both management and employees to work smoothly and productively to achieve their common goals.

This highly valuable and effective training course is now available throughout New Zealand, including Auckland, Christchurch or Wellington and also via instructor-led online training.

Please click on the Public Class tab below to view our Effective Delegation Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Delegation is often one of the hardest skills for a manager to master. During this training course, participants receive training in the many of the facets of delegation, including when and whom to delegate responsibilities, understanding the delegation process, use effective techniques to overcome problems, and more.

Outcomes

After completing this course, participants will have learned to:

- Understand how delegation fits into their job and increase productivity
- Understand and use different ways of delegating tasks
- Use Pre-assignment review
- Pick up the right person
- Use an eight-step process for effective delegation

- Give better instructions for better delegation results
- Give instructions effectively
- Identify common delegation pitfalls and learn how to avoid them
- Use ways to monitor delegation results
- Monitor delegation
- Use techniques for giving effective feedback
- Provide feedback
- Understand the importance of delegation and its results
- Manage a delegation meeting

Modules

Lesson 1: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Why Delegate?
- Advantages & Disadvantages
- Delegation Do's and Don'ts
- Self-Assessment

Lesson 3: What is Delegation?
- Delegation Definitions
- Levels of Delegation
- Guidelines for Success
- Lateral Delegation

Lesson 4: Picking the Right Person
- Delegation Based on Skill Level
- Employee Motivation
- Employee Workload
- Matching of Skills & People

Lesson 5: The Delegation Meeting
- Clarity in Communication
- Context & Relevance
- Ensuring Understanding
- Setting Performance Standards
- Delegating Authority
- Setting Support
- Clarity in Expectations & Committment
- Rewards & Recognition

Lesson 6: Putting it into Practice
- Case Study
- Eight Steps of Delegation Meeting
- Activity

Lesson 7: Giving Instructions
- Three Types of Instructions
- Examples
- Preparing Instructions

Lesson 8: Monitoring Delegation
- Why Monitor Delegation?
- Advantages of Monitoring Delegation
- Methods to Monitor Delegation

Lesson 9: Practicing Delegation

- Your Role in Delegation
- Employees' Role in Delegation
- When to Delegate
- Whom to Delegate To
- Delegating Authority
- Monitoring Delegation
- Managing Disappointments

Lesson 10: Giving Feedback

- The Ingredients of Good Feedback
- What Makes Feedback Effective
- Case Studies

Lesson 11: Becoming a Good Delegator

- Characteristics of Effective Delegators
- Personal Action Plan
- Recommended Readings

Lesson 12: Wrapping Up

- Words from the Wise

Talk to our expert team

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