



This is an outstanding course! People Managers will certainly benefit from this one day program aimed at improving results and efficiency through delegation.

Senior Manager - BP

If you'd like to free up time to focus on the important things - whilst increasing the capabilities in your team then this program is for you! It's informative, packed full of useful tools and absolutely vital for people in fast-paced environments, demanding roles or people management positions.

This one-day workshop takes participants through the various steps of effective delegation, including selection of the right task to delegate, the right person to choose, how to effectively set expectation and boundaries, coaching through delegation and monitoring progress. Participants will also learn about the barriers to delegation, the use of effective motivators and a range of tools to improve follow up and accountability.

Throughout the workshop we have a focus on creating time through delegation in order to be able to develop better teams, higher standards and more engaged individuals

Content

- The Leaders Role
 - Task, Team and Individual
- Why Delegate
 - The Performance Pyramid
 - Linking delegation to performance objectives
- What to delegate and why
 - Efficiency self-evaluation exercise
- Who is the best person to use
 - Developmental delegation vs. task dumping
- 5 Steps to effective delegation
 - Barriers to Delegation
 - Delegation Pitfalls
- Motivation Theory
 - Managing Generation Y
- Personal Delegation Style Analysis
 - Tentative, Participative, Controlling, Collaborative
- Building trust and empowerment
 - The Leadership Two-Step
 - Coaching in Delegation
- Monitoring and Post delegation feedback



Duration 1 Day

