

Delegation

The art of Delegating Effectively

Description: Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned.

This one-day 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.

- Benefits:**
- Clearly identify how delegation fits into your job and how it can make you more successful.
 - Identify different ways of delegating tasks.
 - Use an eight-step process for effective delegation.
 - Give better instructions for better delegation results.
 - Ask better questions and listen more effectively.
 - Recognize common delegation pitfalls and how to avoid them.
 - Test your delegation skills.



Duration: One Day

Objectives: Specific learning objectives include:

- ✧ Clearly identify how delegation fits into their job and how it can make them more successful.
- ✧ Identify different ways of delegating tasks.
- ✧ Use an eight-step process for effective delegation.
- ✧ Give better instructions for better delegation results.
- ✧ Ask better questions and listen more effectively.
- ✧ Recognize common delegation pitfalls and how to avoid them.
- ✧ Test their delegation skills.

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Content: Introduction and Course Overview

Why Delegate?

What is Delegation?

Pre-Assignment Review

Picking the Right Person

The Delegation Meeting

Levels of Authority

Giving Instructions

Communication Skills

Monitoring Delegation

Practicing Delegation

Giving Feedback

Becoming a Good Delegator

Workshop Wrap-Up

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