

DELEGATION

Supervisors are measured based on the productivity of their team. Effective delegation is essential to supervision and management, but a difficult role for many managers and supervisors to assume. This session helps participants understand the importance of delegation and supports the development of skills required for effective delegation. Participants learn to use tools and techniques to identify what, when, why and how to delegate, including determining measures of success and monitoring progress.

FOCUS

The function of delegation is to help supervisors and others who need to improve their own productivity by delegating to others.

LENGTH

8 Hours

PERFORMANCE OBJECTIVES

- Recognize when to engage others in meaningful work.
- Use a proven, effective process to get results.
- Implement several tools to ensure success when delegating.
- Monitor work delegation, including how to identify critical measures of success.

COURSE MODULES

Delegation Basics

- This module provides an overview of delegation; including helping participants understand why delegation is important and the degree to which a project or task can be delegated.

Delegation Follow Up

- Delegation follow up focuses on the steps after the task or project is complete, including how to provide feedback to ensure continuous improvement.

Delegation Process

- This module provides an in depth look at each step of the delegation process, emphasizing that effective delegation requires each step to be completed.