

## EFFECTIVE DELEGATION TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Effective delegation is as much an art form as it is a skill, which allows you to get more done with limited resources. If you know how to delegate effectively, it will reduce your workload, increase your productivity and create opportunities for expansion and growth. 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 Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth 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.

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## EFFECTIVE DELEGATION TRAINING COURSE OUTLINE

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### FOREWORD

Delegation is often one of the hardest skills for a manager to master, as many managers are uncomfortable assigning tasks to others or don't trust others to perform these tasks at an equivalent level.

During this interactive training course, participants receive training in the many facets of delegation, including when and whom to delegate responsibilities to, understanding the delegation process, using effective techniques to overcome problems and much more.

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### 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

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### 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

#### Lesson 4: Pre-Assignment Review

- Lateral Delegation

#### **Lesson 5: Picking the Right Person**

- Delegation Based on Skill Level
- Employee Motivation
- Employee Workload
- Matching of Skills & People

#### **Lesson 6: The Delegation Meeting**

- Clarity in Communication
- Context & Relevance
- Ensuring Understanding
- Setting Performance Standards
- Delegating Authority
- Setting Support
- Clarity in Expectations & Commitment
- Rewards & Recognition

#### **Lesson 7: Putting it into Practice**

- Case Study
- Eight Steps of Delegation Meeting
- Activity

#### **Lesson 8: Giving Instructions**

- Three Types of Instructions
- Examples
- Preparing Instructions

#### **Lesson 9: Monitoring Delegation**

- Why Monitor Delegation?
- Advantages of Monitoring Delegation
- Methods to Monitor Delegation

#### **Lesson 10: Practicing Delegation**

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

#### **Lesson 11: Giving Feedback**

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

#### **Lesson 12: Becoming a Good Delegator**

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

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#### **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)
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