PROFESSIONAL DEVELOPMENT TRAINING

Effective Delegation Training - 3hours

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

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 is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.

This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia, Hong Kong and Papua New Guinea - this is a short but powerful learning experience that gives you global collaboration opportunities.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

What You'll Gain:

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.

Outcomes

After completing this course, participants will have learned to:

- Picking 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

Modules

Lesson 1: Picking the Right Person

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

Lesson 2: The Delegation Meeting

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

Lesson 3: Putting it into Practice

- Case Study
- Eight Steps of Delegation Meeting
- Activity

Lesson 4: Monitoring Delegation

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

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au