PROFESSIONAL DEVELOPMENT TRAINING

Effective Delegation Training

1300 121 400

REQUEST QUOTE

1.0 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 highly valuable and effective training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra,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.

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:

- 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

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
- Lateral Delegation

Lesson 4: Pre-Assignment Review

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 & Committment
- Rewards & Recognition

Lesson 7: Putting it into Practice
- Case Study

Lesson 8: Giving Instructions
- Three Types of Instructions

- Eight Steps of Delegation Meeting
- Activity

- 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

Talk to our expert team

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