



Effective Delegation

Course aim

To ensure participants understand the benefits and advantages of using a robust delegation cycle to develop people and support the development of the skills, knowledge and experience base of their organisation.

Delegation cycle

Learn the various elements of a tried and tested delegation cycle including how to:

- Assess and scope potential jobs and tasks to be delegated
- Identify and agree required results, action plans and timelines
- Analyse the Strengths, Weaknesses, Opportunities; Threats (SWOT) of team members
- Negotiate support, monitoring, coaching, reviewing and feedback processes

Developing people

Delegation is not about dumping boring or unrewarding jobs on other people. Effective delegation is a powerful management tool that can be used to motivate and develop key workers, and in doing so, ensure your organisation is achieving peak performance.

Delegation projects

At the conclusion of the course you will have an opportunity to design a delegation project, discuss it with others on the course, receive feedback and fine tune it for implementation back at work.

Course objectives

- Understand how to use a delegation cycle to save time *and* develop people
- Ability to identify and scope appropriate delegation projects
- Know how to assess people and match them with delegation projects
- Design a delegation project for implementation in real time

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