



Effective Delegation

Course aim

To ensure Councillors and Officers 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 the council.

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 higher quality and more focused council services.

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/the council.

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
- Know how to negotiate outputs & coaching and monitoring systems

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