



Delegation - The Art of Delegating Effectively

Course Overview

Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned. This course will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

Course Objectives

This course will help you teach participants how to:

- Test their delegation skills
- Recognize common delegation pitfalls and how to avoid them
- Clearly identify how delegation fits into their job and how it can make them more successful
- Give better instructions for delegation results
- Use an 8 step process for better delegation results

Course outline

- **Why Delegate?**
- **What is Delegation?**
- **Picking the Right Person**
- **The Delegation Meeting**
- **Levels of Authority**
- **Giving Instructions**
- **Communication Skills**
- **Monitoring Delegation**
- **Practicing Delegation**
- **Giving Feedback**
- **Becoming a Good Delegator**