



Effective Delegation

Effective delegation should be of huge benefit to both the person delegating the task and the person being delegated to but often this is not the case. This highly interactive half day workshop gives participants the chance to identify for themselves the best way to delegate and put it in to practice as soon as they return to work.

Who should attend:

All staff who have staff that they can delegate to. It can often be highlighted as a need when people are struggling with their own workload but for a variety of reasons do not know how or are not willing to delegate to others.

Learning Objectives:

- To agree the important principles of effective delegation.
- To review and learn from the experience of being delegated to.
- To recognise potential barriers to delegation.
- To prepare a checklist for effective delegation.
- To identify tasks that can't be delegated.
- To plan for delegation.

Programme:

- Discussion of good and bad examples of delegation
- A live delegation exercise – sink or swim.
- Creation of top ten tips for delegation
- Establishing what delegation is and is not
- Looking at why people avoid delegating
- Ways to make delegation effective