



DELEGATION SKILLS

AIM AND APPROACH:

Delegation is not “dumping” or merely allocating task. It is a skill that comparatively few managers/supervisors/team leaders possess to a high level. Done well, delegation makes a significant difference to the motivation of the individual and productivity of the team. Good delegation also frees management time to allow pursuit of priority goals. This aids the career of the manager/team leader and the success of the team. The manager/team leader will not always be available due to holidays, internal meetings and sickness. The resilience of the team to cope with problems and opportunities is increased by the understanding and skill created by effective delegation. The growth of the organisation is often limited by the quality of new managers. Good delegation ensures new managers have a head-start in their roles.

PROGRAMME OBJECTIVES:

- The participants will learn the role, value and meaning of effective delegation
- To identify appropriate tasks and people
- To manage the delegation process for significant projects and balance tasks between the team
- To perform the act of delegation for minor and significant tasks
- To follow-up on delegation

AUDIENCE:

- All Managers, Supervisors, Team Leaders and professional staff who have people reporting to them officially or unofficially

DURATION:

1 Day

AGENDA:

- Introduction, Objectives and Agenda
- What is Delegation?
- Rules of Delegation
- Delegation opportunities
- The act of Delegation
- The Delegation review meeting