



The Art of Delegating Effectively

The School of Leadership

This workshop is a tool for your leadership development. It is designed to help you create and accomplish your personal best, and to help you lead others to get extraordinary things done. At its core, leadership means setting goals, lighting a path, and persuading others to follow. But the responsibility entails much more. By accepting the challenge to lead, you come to realize that the only limits are those you place on yourself.

How You Will Benefit

- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify opportunities within the scope of your authority for delegating effectively to others.
- Identify the criteria for fair and responsible delegation to all employees.
- Develop communication skills so that employees will be open to delegation.
- Recognize common delegation pitfalls and how to avoid them.
- Provide opportunities to test your delegation skills.

What You Will Cover

- Introductions/Objectives/Agenda
- Advantages and Disadvantages of Delegation
- Self-Assessment
- Levels of Authority
- When and How to Share the Load
- Giving Instructions
- Picking the Right Person for the Job
- The Delegation Meeting
- Communication Skills
- Ingredients for Good Feedback
- Developmental Checklist

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

One day workshop

