EFFECTIVE DELEGATION TRAINING

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COURSE LENGTH: 1.0 DAYS

Effective delegation is one of the most valuable skills that reduces your workload and enhances productivity through teamwork. Delegating effectively prepares employees to handle new responsibilities successfully, and also allows you to work on other important tasks. This training course in effective delegation provides necessary knowledge and skill development to help increase productivity through delegation of responsibilities.

This highly valuable and effective training course is now available throughout Hong Kong, including Central and also via instructor-led online training.

This Effective Delegation Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

EFFECTIVE DELEGATION TRAINING COURSE OUTLINE

FOREWORD

Delegation is often one of the hardest skills for a manager to master. During this training course, participants receive training in the many of the facets of delegation, including when and whom to delegate responsibilities, understanding the delegation process, use effective techniques to overcome problems, and more.

OUTCOMES

After completing this course, participants will have learned to:
- Understand how delegation fits into their job and increase productivity
- Understand and use different ways of delegating tasks
- Use Pre-assignment review
- Pick up the right person
- Use an eight-step process for effective delegation
- Give better instructions for better delegation results
- Give instructions effectively
- Identify common delegation pitfalls and learn how to avoid them
- Use ways to monitor delegation results
- Monitor delegation
- Use techniques for giving effective feedback
- Provide feedback
- Understand the importance of delegation and its results
- Manage a delegation meeting

MODULES

Lesson 1: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Why Delegate?
- Advantages & Disadvantages
- Delegation Do's and Don'ts
- Self-Assessment

Lesson 3: What is Delegation?
- Delegation Definitions
- Levels of Delegation
- Guidelines for Success
- Lateral Delegation

Lesson 4: Pre-Assignment Review

Lesson 5: Picking the Right Person

Lesson 6: The Delegation Meeting

- Delegation Based on Skill Level
- Employee Motivation
- Employee Workload
- Matching of Skills & People

- Clarity in Communication
- Context & Relevance
- Ensuring Understanding
- Setting Performance Standards
- Delegating Authority
- Setting Support
- Clarity in Expectations & Committment
- Rewards & Recognition

Lesson 7: Putting it into Practice
- Case Study
- Eight Steps of Delegation Meeting
- Activity

Lesson 8: Giving Instructions
- Three Types of Instructions
- Examples
- Preparing Instructions

Lesson 9: Monitoring Delegation
- Why Monitor Delegation?
- Advantages of Monitoring Delegation
- Methods to Monitor Delegation

Lesson 10: Practicing Delegation
- Your Role in Delegation
- Employees' Role in Delegation
- When to Delegate
- Whom to Delegate To
- Delegating Authority
- Monitoring Delegation
- Managing Disappointments

Lesson 11: Giving Feedback
- The Ingredients of Good Feedback
- What Makes Feedback Effective
- Case Studies

Lesson 12: Becoming a Good Delegator
- Characteristics of Effective Delegators
- Personal Action Plan
- Recommended Readings

WEB LINKS

➢ View this course online
➢ In-house Training Instant Quote