Delegating Effectively

Attention managers: You can't do it all yourself. That's why it is important to have good delegation skills. But delegation is hard. It takes longer to show or explain the task than it does to do it yourself. No one will do it just the way you would do it. Or you end up doing the work over because the results were less than what you expected. All of these are common reasons to resist delegation of tasks.

What's missing in all of these cases is an appreciation for the *benefits* of delegation including a development opportunity for someone, more time to do your own tasks, and increased productivity and motivation.

Delegating Effectively will give you the skills to identify why delegation is so important, what tasks you can delegate, to whom you can delegate, and how to delegate. Because if you spend time doing tasks that other people can do, you take away time from those tasks that only you can do!

PROGRAM OBJECTIVES:

- Appreciate the importance of and business case for delegating.
- Identify which tasks can be delegated and which cannot.
- Identify individuals who are capable of handling delegated tasks and learn to tailor messages according to their readiness.
- Practice a delegation conversation with an immediate action outcome.

PROGRAM LENGTH:
Three hours

TARGET AUDIENCE:
This program is designed for anyone who manages others and is responsible for delegating tasks.