Delegating Effectively

This 1-day course is designed to give you the confidence and skills you need to delegate tasks and responsibilities productively and constructively.

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| **Who should attend?**Newly promoted managers who wish to develop themselves and their teams through delegation, managers whose workload prevents them from devoting time to strategic work and managers who want to use delegation to develop specific capabilities in their teams.**Course Benefits**By the end of the Delegating Effectively course you will be able to select the right tasks for delegation; plan your delegation to minimise the risks; adapt your delegation plan to suit the development level of the person to whom you are delegating; brief tasks with clarity and precision; monitor progress; release your own time for more strategic work and personal development; use delegation to trigger motivation and commitment and * use delegation to raise standards in your team.
 | **Programme Content****Definition of delegation****Why delegate?**The benefits of delegationThe risks of not delegating **Why managers don’t delegate and why they should*** Fear that no else will do the job as well as they themselves can
* Fear of delegating authority along with responsibility
* Fear of mistakes being made – and of the repercussions

**How do I compare?** * Self-assessment

**Four management styles*** Coaching
* Supporting
* Directing
* Empowering

**Kaizen and the delegation process*** Plan
* Do
* Check - feedback
* Review
* Summary

**Action planning** | **Contact information****Jeanette Lonsdale****HR Consultant****First Call HR****Tel: +44 (0)7917 333999****Tel: +44 (0)1295 720988****Email: jeanette@firstcallhr.com** |