

DELEGATE WITH POWER

As a manager, we are only as productive as the people around us. Being able to leverage those people means we can get more done with less time. This is an essential competency to have in a management position and will sometimes makes the difference between success and failure in your role.

Knowing how to delegate efficiently, make dutiful follow-ups and ensure accountability will equip managers with the skills they need to succeed.

Being wary of pitfalls to avoid when it appears “faster to do it on my own” as well as over delegating and under communicating expectations will ensure that managers at all levels understand the appropriate way to use this powerful management tool.

TRAINING OBJECTIVES

Outcome for the Participant	<ul style="list-style-type: none"> • Better choices to communicate • Increased Productivity and Accountability • Concentrate on higher functions of Management • Proactivity vs Reactivity
Outcome for the Employer	<ul style="list-style-type: none"> • Increased confidence and ownership of role across the board. • Improved relations between management and support staff. • Staff Retention • Teamwork • Flexibility

CURRICULUM

TITLE	CONTENT	FORMAT
Efficient delegation-Introduction session	<ul style="list-style-type: none"> •Learn the 5 keys of top delegation. •Complete a personal profile as a delegator. •Introduction to your homework 	Live 90-minute Session
Homework: "How do they perceive me?" secret survey.	Get the perception of others about your delegation competencies.	Individual Homework (roughly 30 mins)

Master efficient delegation level 1	<ul style="list-style-type: none"> •Key #1: The 360 degree benefits of delegation. •Key #2: The Do's and Don'ts of delegation. 	Live or pre-recorded 120-minute Session
Homework: From invisible to visible	<ul style="list-style-type: none"> •Score my habits and commit officially. •Get started on weakest link. 	Individual Homework (roughly 30 mins)
Master efficient delegation level 2	<ul style="list-style-type: none"> •Key #3: The smart retroaction model to limit breakdowns. •Key #4: Success is in the follow-ups. 	Live or pre-recorded 120-minute Session
Homework: My notebook to reduce interruptions	<ul style="list-style-type: none"> •Meet with the 5 greatest sources of communication dysfunction. 	Individual Homework (roughly 75 mins)
Master efficient delegation level 3	<ul style="list-style-type: none"> •Key #5: Know what to delegate to whom. 	Live 90-minute Session
Homework: Practice the delegation planning grid.	<ul style="list-style-type: none"> •Meet with 3 employees to practice conversations with the delegation grid. 	Individual Homework (roughly 30 mins)
Efficient delegation graduation seminar	<ul style="list-style-type: none"> •Self-Actualisation in a paradigm of performance and change. •Propel Momentum towards the future 	Live 120-minute Session