

DELEGATE TO ELEVATE:

Turn Tasks into Team Growth



COURSE OVERVIEW

Delegation is more than assigning work to someone else. Often, it is about entrusting responsibility and accountability. By delegating tasks a manager is handing a little bit of authority over to his or her subordinate, while at the same time keeping responsibility for completion of the task. Delegating is an opportune way to challenge a subordinate employee or prime them for more expansive duties.

However, deciding what and when to delegate can be a delicate matter. A Time Management Practitioner Consensus Survey found that close to half of the 332 companies surveyed were concerned about their employees' delegation skills. At the same time, only 28% of those companies offered any training on the topic.

In this course you will discover how to decide what to delegate, match people with projects, clearly articulate desired outcomes, identify boundaries, and anticipate problems. As a result you will improve quality of work by allowing the employees who have direct knowledge to complete tasks, create personal accountability, motivate employees, have more flexibility in assignments, and increase productivity.

This course explores the following subjects in depth:

- Characteristics of good delegators and barriers to delegation
- How to decide what to delegate
- Employee analysis for better task matching
- Clarifying consequences of achievement/ non-achievement
- Levels of discretion and autonomy
- Establishing communication expectations
- Letting employees make and learn from mistakes
- Ingredients of good feedback

OBJECTIVES

Successful completion of this course will increase your ability to:

- Assess yourself to determine a need to delegate tasks to others
- Recognize delegation as a tool for employee growth (not just as a way to lighten your own workload)
- Prepare yourself and your employee(s) for effective delegation
- Determine what to delegate and who to delegate to
- Match employees and projects appropriately
- Identify barriers to delegation and overcome them
- Apply the steps to delegating effectively
- Handle mistakes, missteps and failures as learning opportunities

CONTACT US TO LEARN MORE!

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