

**Duration** 1 day

### **Overview**

This course examines all the stages of the delegation process from the moment that the manager realises they are over-burdened to the point where they can confidently delegate aspects of their job to others.

Through a mixture of presentation, discussions, group and individual exercises delegates will be encouraged to examine their own situation and to come up with an action plan for the future.

### **Recommended for**

Staff who have experienced difficulty in delegating or who are struggling to find time to carry out their managerial roles.

### **Prerequisites**

All course members will be asked to undertake a pre-course analysis of their work load.

It is assumed that delegates will have some management experience and responsibility.

### **Linked Programmes**

Essential Communication Skills

Effective Communication on the 'Phone

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Complete a personal action plan
- Identify three reasons for delegation
- List the stages of the delegation process
- Analyse their work to identify tasks to delegate
- Identify the most suitable person to delegate tasks to
- Prepare a delegation brief to an agreed structure
- Identify potential problems and their solutions

using the documentation and support provided.