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Delegation Skills

Workshop Outcomes

To develop skills and processes to enable managers to manage their own workload while empowering staff through the process of delegation.

Audience

Managers and leaders who are responsible for the development of staff, particularly those who tend to do it all!

Content

- Overview of delegation
- Process of delegation
- Analysis of staff capabilities, skills and talents
- Succession planning
- Determining levels of delegation and authority
- Parameters of decision-making
- Monitoring workloads
- Using delegation aids
- Self-imposed barriers to delegation
- Monitoring and evaluating performance

Process

Particular focus will be on the reasons (excuses) why managers don't delegate, as effectively as maybe they should, and those issues of power and feelings of being in control.

Duration:

1 day

Venue:

One large training room