

Effective Delegation Skills

INTRODUCTION

One of the key skills of effective management is achieving success through others, enabling your team to develop their skills and achieve success. Delegation can also be used as a motivational tool.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Understood** the benefits of delegation
- **Reviewed** methods of delegating effectively
- **Prioritised** in preparation for delegation
- **Practised** coaching individuals
- **Practised** giving constructive feedback

COURSE DURATION: 1 Day Course

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COURSE CONTENTS

Introduction to Delegation

Why Delegate?

Time mismanagement
The busybody
The one-man band

The obsession with detail

The 16 hour day
Meeting Responsibilities and Duties
Developing Potential
Improving Performance
Raising Morale

The Concept of Delegation

Right and wrong ways to delegate

Barriers to delegation
When to delegate
When not to delegate

Delegation in Practice

Organising work into active and reactive tasks
Establishing priorities
Choosing to whom to delegate
Planning to delegate
Briefing, training and informing those to whom you delegate giving effective support and monitoring outcomes

Coaching Individuals

Improving your listening and coaching skills
Dealing with different levels of ability
Giving constructive feedback

Personal Development Action Plans

