

Delegation Skills for the Workplace

Course outline

Provided by: Performance Management Consultants – PMC Training



Reference no. 142-16

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/delegation-skills-for-the-workplace/>

Mastering a Critical Skill for Empowering Others and Achieving Results

Of all the key competencies for supervisors and managers, two of the most important are learning to manage individual performance on a daily basis and learning to delegate. Both represent difficult learning curves. Without mastering delegation, it is impossible to expand your range of responsibility, to empower others or to grow into your role and responsibilities. For many, it is a difficult transition from being paid for doing it yourself to getting the work done through others. Delegation is a critical skill to assist time-starved supervisors and managers in becoming more effective for themselves, their teams and their organizations.

This course offers a mix of self-awareness, guidance, skills, ideas, tools and methods to master this critical competence.

Learning outcomes

At the end of this workshop, you will be able to:

- Understand the principles, processes and methods of delegation
- Overcome barriers to delegating
- Identify appropriate delegation opportunities
- Understand how to effectively engage and create buy-in when delegating
- Create a culture of ownership and accountability when delegating
- Enhance the job satisfaction and development of others
- Enjoy more time and responsibility because of your mastery of delegation

Workshop topics

Understanding Delegation

- Defining delegation
- Formal vs informal delegation

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Barriers to delegating
- Benefits of successful delegation

Goal Setting

- Connecting team vision and values to delegated tasks
- Setting individual and team expectations
- Understanding the Locke and Latham goal setting method

Planning

- Staying organized
- Prioritizing tasks
- Planning properly for success

The Delegation Process

- What to delegate
- Who to delegate to
- How to delegate
- When to follow-up
- How to debrief

Support and Coaching

- Sustaining engagement
- Providing support: formal / informal feedback

Prerequisites

There are no prerequisites for this course

Who should attend this course?

Anyone who needs to master the critical skill of delegation.