

Delegating Effectively

Overview

The workshop has been specifically designed to enable managers or supervisors to effectively delegate to teams and individuals. It also examines how to coach and manage the performance of others in order to ensure that they are confident that work will be carried out effectively.

Objectives

- For delegates to understand the process of effective delegation.
- For delegates to understand what should and should not be delegated.
- For delegates to understand how to empower their teams.
- For delegates to understand how to give feedback on performance.

Contents

- What delegation is and isn't
- Why we avoid delegation and the impact of this
- The benefits of delegating
- Linking delegation to performance management and coaching
- Situational leadership and how this relates to delegating
- How to delegate – tools and techniques
- Planning to delegate
- Organisational skills
- Coaching skills – the SOARR model
- Monitoring and measuring
- Giving constructive feedback
- Adapting your style to meet an individual's confidence and competence level
- Managing motivation
- Action plan and close