

# Delegation

**Duration:** 1 Day

## **Understanding Delegation**

- Defining Delegation
- Formal Or
- Informal?
- How You See It
- Barriers To
- Effective Delegation
- Benefits Of
- Delegation
- Delegation See-Saw,
- How Others Can Benefit

## **The Delegation Process**

- Identify The Right Person,
- Briefing & Goal Setting
- Support The Individual
- Recognise The Effort

## **Communication & Briefing Skills**

- Practical Delegation Skills
- Step By Step Plan
- Briefing Styles
- Clear Communication
- Delegation Styles
- Understanding Your Style

## **Goals Outcomes & Monitoring Systems**

- Measure Progress
- Goals Fit For Purpose
- Minimising Risk
- Responding To Problems,
- Monitoring Systems
- Maintaining Responsibility

## **Support & Coaching**

- Coaching Through Delegation
- Push & Pull Strategies
- Recognising The Contribution

## **Learning from the Experience**

- Look For Potential Ways To Motivate,
- Developmental Approach
- Capturing The Learning Areas
- Unsuitable For Delegation
- Inviting Input
- Key Review Questions
- Moving On & Improving
- Practice Makes Perfect
- Do's & Don'ts
- Delegation Charter