

Ensuring the
team member
understands
what is
expected

Communicating
the “what” and
the “why” of
every delegated
task

Delegating

Purpose

Delegating by ensuring that individuals understand what is required helps facilitate a successful result: the work is done correctly, and the individuals gain the benefits of a new experience and increased confidence and responsibility.

This program develops the skills and abilities in team members by clearly communicating expectations and encouraging participation and involvement. It establishes a team member's responsibility and authority for a delegated task—creating a framework for accountability and personal growth.

Objectives

Participants completing **Delegating** will be able to

- Understand the importance of effective delegation as well as the problems associated with the lack of delegating or delegating poorly.
- Communicate both the need for and the “why” of every delegated assignment and task.
- Use delegation as a powerful motivational tool.
- Use delegation to improve team members' skills.
- Encourage team member participation and involvement through proper delegating methods
- Establish a team member's responsibility and authority for a delegated task.
- Regularly monitor progress through feedback and review.

The Training

Offered in Classroom, Online, or Blended Formats.

Classroom Time: 4 hours, Online Time: 2 hours

Supported by realistic video, PowerPoint and participant workbooks

Leader's Guide plus pre- and post-training tests and applications tools



THE LEADERSHIP CURRICULUM