

Delegation

Participants will define delegation, discuss why delegation fails, and brainstorm to identify ways to overcome delegation failure. A delegation diagnosis will be administered. Levels of delegation (authority) will be discussed, followed by an activity relevant to the benefits and forms of delegation. After being introduced to the steps to delegation and practicing the delegation discussion, participants will review other not too apparent considerations in delegation. An action plan will be completed with a quick wrap up of the module.

Objectives

- ★ Define delegation.
- ★ Identify the reasons people fail to delegate and how to overcome delegation failure.
- ★ Take the delegation diagnosis.
- ★ Discuss the benefits of delegation.
- ★ Evaluate the levels of delegation.
- ★ Learn and apply the steps to effective delegation.

Training Time

8:00 AM - 11:55 AM

Attendees

All employees, especially powerful for those who are required to delegate as part of their job

Recommended class size

6 - 30 participants

Recommendations

None

Requirements

None

Investment

\$5,000. In other words, if you have 150 participants, it would cost \$33 per participant. You can do your own calculations to determine the actual price per participant for your needs: 250 participants = \$20 each; 500 participants = \$10 each.

This investment includes the Instructor/Facilitator Guide and Participant Guide. It may also include handouts, case studies, job aids, PowerPoints, wallet cards, and scenarios. The documents may be provided in Word and/or PowerPoint so that you may customize them to meet your needs.

Unlike other companies, you do NOT need to take certification classes before you can purchase and use the material. We can help you train your trainers, but that is not a requirement for purchase. Once you purchase the material, it is yours to use as you wish throughout your organization, as many times as needed, by as many trainers as necessary.

Would you like a sample of a complete Module? Check out our [Business Ethics Module](#).

Session 1 (100 minutes)

- Welcome
- Introductions
- Why Delegate
- Delegation Diagnosis
- Levels of Delegation
- Benefits and Forms of Delegation

Break

Session 2 (75 minutes)

- Delegation Steps
- Identify the Activities and Tasks
- Clarify the Responsibilities and Results
- Identify the Delegatee
- Assign the Activity or Task

Break

Session 3 (60 minutes)

- Hold the Delegatee Accountable for Results
- Monitor Progress
- Case Study
- Other Delegation Considerations
- Action Plan
- Wrap Up