

Successful Delegation

How to transfer work effectively and facilitate growth in the process

Session Objectives:

- Why delegate?
- Empower others through successful delegation
- Delegating when you aren't a manager – anyone can do it!

Successful delegation is a critical skill in the career of a manager, as well as for people in many professions. This seminar reveals barriers and benefits to delegating and you get to rate your current delegation skills. You set goals and choose where to focus your efforts.

Several tools, methods and ideas are presented to improve delegation. A variety of activities are experienced such as: individual writing, group discussion, and role-play to facilitate learning the concepts.

Delegation is a learned skill. Viewing delegation as a thoughtful and organized process, (rather than dumping work) is a key concept. Two example tools that will be offered are *splitting-up-tasks* and *mind-mapping*. How to plan as a team and delegate to everyone (when no one is the leader) is a fabulous tool anyone can use.

If you are looking to find great ways to improve delegation in your current role, this session will be effective for you! You will leave with goals, plans to achieve those goals and a fresh view of delegating.

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