

DELEGATION EXCELLENCE

*To grow
oneself,
empower
another*

While delegation skills are imperative to effective leadership, mastering these skills is often daunting and represents a difficult transition for many new leaders. Skillful delegation can yield positive growth and development, improved performance and increased commitment within your organization. On the other hand, poorly developed skills can result in confusion, lack of motivation and an overall decline in performance levels.

Our **Delegation Excellence** training will provide attendees with guidelines, principles, and processes to ensure success. Within this program, participants will explore the importance of 'letting go' by utilizing effective guidelines and engaging in an interactive delegation process. We'll also examine ways in which to balance the appropriate level of leader involvement with the desired level of delegate authority.

Training Components:

- Taking the Leap: The Essential Transition
- The risks and consequences of failing to delegate
- Why we should and why we don't – examining the barriers and obstacles
- Striking the right match: Selecting the task – Determining the delegate
- Delegation Excellence: A Four-Phase Process
- Balancing leader involvement with delegate authority
- Planning and conducting an effective briefing transaction
- Achieving desired results: Follow-up and Follow-through
- Application Planning – Specific development plans for individual workplace application

Participants are asked to come prepared to discuss two workplace delegation transactions they are considering for launch. These scenarios will be used during each course module, not only to teach the tools and processes, but to successfully outline and launch each attendee's application plan. The result therefore, is to equip attendees with immediate implementation opportunities upon returning to the workplace.