

MentorTraining

Corporate computer and soft skills training
Serving the Bay Area since 1987

Delegating for Results

Leadership Series

Description:

Delegation: Some managers fear it, others over-use it, and a very few have mastered it. Those who delegate well give themselves more time and develop more skillful employees. This class shows managers how and when to delegate, and to accomplish it without losing control of the results. Managers will learn the skills of work planning discussions, participate in an experiential exercise, and take an assessment that will illuminate their delegation approach. If you want to delegate better, this is the class for you.

Course Length: One-half day

Who Should Attend: Anyone in management, or those who have supervisory responsibilities (or soon will).

Course Outline:

Unit 1. Delegation: A Critical Management Skill

Topic A. Motivating and Developing Employees While Freeing Up Your Time

Topic B. “Dump and Run” vs. Work Planning

Topic C. Delegation Challenges, Fears and Payoffs

Unit 2. Experiential Delegation Exercise

Topic A. De-Brief-Different Levels of Delegation Produce Different Results

Topic B. Application to Work-Place

Unit 3. Control, Trust and “Delegation Suicide”

Topic A. Levels of Control

Topic B. Making Choices in the Real World

Topic C. Discovering Your Own Style

Unit 4. How to Delegate Through Work Planning

Topic A. What to Do Before Delegating

Topic B. The Delegation Discussion, Step-by-Step

Topic C. Determining Follow-Up/Monitoring

Topic D. What to Do if Things Get Off Track

Unit 5. Planning to Develop Your Staff

Topic A. Delegation as a Form of Employee Development

Topic B. Delegation vs. Coaching

Topic C. What’s Next for Your Staff?

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Course Prerequisites: None

About the Instructor:

The instructor for this course has been a soft skills instructor and coach to Bay Area companies for 30 years. He is a master trainer, having delivered over 2000 training sessions and trained dozens of instructors in his career. He has also authored a full series of managerial soft skills courses.