

By creating the space for ourselves to think and act more strategically, we generate opportunities to become more effective, and therefore more valuable to our organisation. Furthermore, we are able to develop those around us to become more competent and confident. All this is achievable through effective delegation.

The aim of this one-day workshop is to equip participants with the necessary skills to manage successful delegation techniques, where everyone feels and behaves like a winner rather than one person being “dumped on”. This is achieved by working with “real time” issues that participants bring with them from their every day work.

Your Workshop Leader: Roy Breustedt

LEARNING OUTCOMES

By the end of this course, participants will:

- understand how effective delegation works
- be able to identify and overcome blockages to delegation
- have created work related action plans

KEY TOPICS

- effective delegation: theory and practice
- exploring the relationship between empowerment and delegation
- self-analysis: blockages, strengths, skills and needs
- planning, managing and reviewing the process

WHO SHOULD ATTEND

This workshop would suit team leaders, managers or a management team who want to increase their effectiveness and influence and are keen to develop those around them.

Outline Programme

Welcome and Introductions

Workshop and participants' objectives

Sharing our experience of effective and ineffective delegation

Refreshment break

Constructing a framework for effective delegation

Lunch

Picking the right task and the right person

Refreshment break

Managing the Process

- planning
- checkpoints
- mistakes
- ‘avoiding the black hole’

Skills Audit and Work Related Action Plans

Evaluation

Close of workshop



COMMUNICATE

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