

Delegation Skills

Audience: Anyone

Prerequisites: None

Course Duration: 1 day

Course Level: Beginners & Intermediate

Time is of essence. We all know that the recent advances in technology have made us far more accessible than before. The newfound productivity in the workplace has put a lot more demand on what we need to produce. It is natural for most people to feel overwhelmed by how much they have to do in the time available. Filtering tasks that are irrelevant and implementing time management techniques can only get you so far. Eventually, the only way to scale up and get more done in this world is by delegating tasks to others.

Just about anyone who is successful is highly engaged in delegating tasks, otherwise they would never be able to become as big as they have become. Delegation skills, much like many other soft skills, can come to define an individual's success and can prove to be much more important than focusing on certain technical skills.

This course is designed to help participants master the art of delegation by overcoming the fears that prevent people from engaging in this activity and make the process as simple and straightforward as possible. Many people know the benefits of delegation but are afraid to use it. The systematic approach presented in this course, along with the benefits, ideal strategies, do's and don'ts, can help anyone to scale up and become instantly more productive by delegating.

By the end of this course, participants will be able to:

- Appreciate the importance of delegating to others as a way to offload work and get more done in your busy life
- Face your fear of delegation and learn to think positively of delegating tasks to others
- Adopt an appropriate strategy to delegate the right task to the right people at the right time and in the right way
- Use a systematic step-by-step approach to brief people on what you want to delegate to them
- Follow a number of important guidelines to monitor the performance of the delegatee as well as your own performance when delegating
- Coach and empower others to perform at their peak and help them grow while completing a delegated task

See the following page for more detail on what you will learn on this course.

Delegation Skills

In this highly practical course you will learn:

Why Delegate

- What are the benefits of delegation?
- What happens if you don't delegate?
- Do we need to delegate more than ever before?
- How critical is it to master delegation skills?

Why We Don't Delegate Enough

- Why are we afraid of delegating?
- How to overcome barriers to delegation?

Delegation Strategy

- What are the best strategies to delegate?
- What should you delegate? Who should you delegate it to?
- When should you delegate? How should you delegate?
- What are various types of delegation and what are the advantages and disadvantages of each type?
- What is the ideal level to delegate to and why this matters?

How to Delegate

- How to setup the scene and describe a task to a delegate?
- What to avoid so you don't undermine yourself?
- What is the 6-Step delegation process?
- What is the significant of each step and what happens if you miss a step or don't do it properly?
- How to put the delegation technique into practice by getting inspired from example scenarios?

How to Monitor and Control a Delegated Task

- What problems can you expect when you delegate a task?
- How to prevent problems by monitoring?
- How to avoid micromanagement? How to delegate to a team?
- How to monitor your own performance to improve your delegation skills?

How to Coach

- How to empower people so they can do more in less time?
- How to help people grow by coaching and guiding them in the right direction?
- How to approach coaching systematically to get best results?