

# Delegating for Shared Success

The first rule of management is delegation

## Course Overview

### How You Will Benefit

According to a study on time management conducted by the Institute for Corporate Productivity (i4cp), 53 percent of 332 polled companies have a "somewhat high" or "high" level of concern about the time management skills of their employees, and 46 percent feel the same way about workers' delegation skills. Once you've identified your crucial tasks and sorted out your priorities, try to find a way to delegate everything else. The inability to delegate is one of the biggest problems with managers at all levels.

The trick to delegating is to make sure your employees share your priorities. Leaders should make clear what qualifies as an emergency, which situations require a team, individual, or leader response, and how far each person's duties and abilities can be stretched.

Find the best people to whom you can delegate and know their strengths and weaknesses. If you think you can do it better, delegate anyway and try as hard as you can to close that gap by giving your colleague or employee the right feedback. Then recognize and accept that just because someone does something a little differently than you would, that doesn't mean it's wrong. What counts is that your goals get accomplished at a sufficient level of quality.

### Benefits of Delegating for Shared Success

A work environment that develops Delegating:

- Builds confidence of all team members
- Earns respect for the leader
- Increased participation and involvement
- Increases flexibility of your team
- Establishes a culture of trust

### Course Objectives

At the completion of this module participants will increase their ability to:

- Assess their delegation challenges and skills
- Evaluate what work must be done by them versus what can or should be delegated
- Plan tasks to delegate and align the tasks with the appropriate staff
- Conduct a delegation conversation
- Identify follow-up actions to ensure delegation success

### Key Topics Covered

The course explores the following subjects in depth:

- Barriers to successful delegation
- Delegations styles, yours and others
- Delegation planning – task and staff analysis
- Key actions for conducting a delegation conversation
- Delegation follow through and “RODI”
- Action planning for future delegation(s)

### What the Course Offers

- Experiential learning setting
- Opportunity to learn from others while applying the concepts in a risk-free environment
- Complete set of materials including participant guide, classroom videos and learning summary cards