



Half Day Delegation

Purpose

- To remind team leaders that to improve personal efficacy they must acquire the skill of delegation
- To identify and brief out the benefits of delegation
- To improve attendees understanding of some of the core competencies needed if delegation is to be effective.

Benefits

- A reduction in personal workload, through less involvement in detail.
- More freedom to concentrate on major planning and creative work.
- Development of staff and full use of their skills.
- Greater involvement and job satisfaction; improved morale, mutual trust and confidence.
- Decisions made by those closer to the action, resulting in speedier action.
- Trained understudies at all levels, more effective department and organization.

Content

- What is gained by delegation?
- What needs to be known by both parties?
- How do we brief this out

Expected Outcomes

- Understanding the benefits of delegation
- Identify the must do's
- Identify and understand the key actions of in briefing out the delegated task.
- Having a plan as to what to do next.