

Workshop overview

- Delegation – what it is, and is not, why it is a vital management skill and the benefits for staff and managers
- Analysis of personal style of delegation and its strengths and weaknesses
- Why it is difficult to delegate and overcoming the barriers to effective delegation
- Abdication v delegation
- Stages in the delegation process
- Power, authority, responsibility and accountability
- How to delegate tasks and responsibilities in a motivational way
- How to set meaningful and measurable tasks and objectives

Related workshops

People who have attended this workshop have also benefited from attending:

**Leadership and Motivation
Essential Management Skills
How to Create an Effective Team**

Workshop details

£125 plus VAT

Half day workshop. Small group size of eight maximum. Group exercises and feedback. Includes refreshments.

Delegation

“delegation crowns the process of developing people: it is the seal of recognition, respect and trust”

John Adair

Half day workshop

Who for?

This workshop will benefit anyone who needs to develop his/her delegation skills.

Why do it?

Delegation is the cornerstone of team and self-management. Lack of or ineffective delegation leads to under achievement, frustrated and de-motivated staff and ineffective managers.

Delegation is not just about giving someone a task you neither want nor cannot do yourself. It is about achieving results and getting things done through coaching other people.

What do I get?

Identification of your preferred delegating style.

A process allowing you to delegate with confidence at any level.

Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: info@forthorstedtrainingacademy.co.uk
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at www.forthorstedtrainingacademy.co.uk

