

# Successful Delegation

## Why delegation

Delegation is one of the core skills all managers must possess. To delegate effectively is something many of us struggle with. Effective delegation is crucial to the continuing development of individual staff and the achievement of team and organisational objectives. There are several factors that a manager needs to take into account in deciding how to delegate and who to delegate to. The context and the ability and willingness of particular individuals in relation to the specific task all have an impact on the decisions the manager takes about how to delegate effectively.

## Workshop content

This workshop will take delegates on a journey to identify the important principles of effective delegation. We will explore what to delegate and when, how to empower and develop individuals, and look at tools and techniques to overcome resistance.

## Target audience

Managers, supervisors and/or team leaders who need a better understanding of how and when to delegate.

### Section 1 The challenge of delegation

- Delegation defined
- How not to delegate
- What makes delegation effective

### Section 2 Success criteria

- Key principles
- The process
- Participation model
- Rules for successful delegation

### Section 3 Putting it into practice

- Team Tasks
- Activities

### Section 4 Practical application and review

- Top 10 tips
- The personal challenge
- Checklist
- Plan of action