

EFFECTIVE DELEGATION

1st July 10 Glyndŵr University £195 exc. VAT

DURATION: 1 Day

OVERVIEW:

One of the key management skills is the ability to delegate effectively. However it can be problematical for many, especially those who prefer a 'hands on' approach.

This seminar focuses on delegation within the context of effective time management and is aimed at new people managers as well as those who want to improve their delegating effectiveness.

WHO WILL BENEFIT:

Newly appointed managers

Managers who want to use delegation to

- develop their staff
- enable them to focus on key activities

COURSE CONTENT:

(Powerpoint/excercises/worksheets etc)

- Why delegate?
- The purpose of delegation and its benefits to the individual, team and organisation
- The process of delegation
- Individual delegation style
- Deciding what to delegate
- The 7 stage delegation process
- Developing a delegation plan
- Involving others and monitoring progress
- Reviewing the delegation process
- Action Planning

TRAINER PROFILE:

Krista Powell

Krista became an independent trainer and consultant in 1995. Krista has delivered over 500 training programmes in a mix of short one/two-day programmes and longer. Krista has trained people from all levels of organisation: - front line staff, supervisors, managers, senior managers and professionals, and designed and delivered both 'open' and in-house bespoke programmes.

COURSE OBJECTIVES:

- Know the components of effective delegation
- Understand the factors that impact on delegating effectively
- Relate delegation to their own situation
- Identify a process to help them delegate more effectively

KEY OUTCOMES:

Delegates to be able to demonstrate:

- understand what delegation is and what it is not
- know what helps and hinders them in delegating, identify the benefits of delegation to managers, staff and the organisaion.
- know when to delegate, and to whom
- use a process to enable them to delegate effectively

SMEs in Wales could be eligible for up to 50% subsidy of the total course fee for a graduate-level delegate. For more information on this and other funding opportunities, contact us on 01978 293491 or at solutions@glyndwr.ac.uk

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