



Living Mastery

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Get more done through Delegation

Duration: 1 day

Delegating tasks to others is the only way that managers and leaders in today's increasingly busy and fast paced work environment can improve their productivity and success. Despite knowing the benefits, why do many people struggle with delegating, even when their workload is overwhelming? Poor delegation practices can leave managers and leaders overworked and employees unmotivated, frustrated and undertrained. In this course, we will cover the delegation techniques that can help managers save time, motivate people, and train people, as well as enable managers to take on new opportunities.

Participants will learn how to delegate in a way that increases their own productivity in the long term by allowing growth for their subordinates.

Learning outcomes:

In this highly practical course participants will learn to:

- Appreciate the importance of delegating to others as a necessity to increase productivity and the rate of success
- Face and confront fear of delegation and re-frame thinking and approach to delegation
- Adopt an appropriate strategy to delegate the right task to the right people at the right time and in the right way
- Use a systematic step-by-step approach to delegate tasks, monitor performance and provide support
- The role of Coaching in delegating

Topics covered in this course:

Module 1: The case for Delegation

- ❖ The definition and benefits of delegation
- ❖ Mastering delegation skills
- ❖ Barriers to delegation
- ❖ How to overcome barriers to delegation

- ❖ The impact of Good vs Bad delegation
- ❖ Under Delegation, Over Delegation and Improper Delegation

Module 2: Delegation

- ❖ Types of delegation
- ❖ 10 Levels of delegation
- ❖ What, Who, When and How of delegation
- ❖ Unpacking the delegation Process

Module 3: Monitor and Control

- ❖ Using the RACI model in delegation
- ❖ Defining and agreeing Control and Report measures
- ❖ Avoiding Micromanagement of subordinates
- ❖ The role of Coaching in supporting subordinates