



Putting Delegation to Work: Being a Steward of Better Performance

About the course

Delegation is a win-win situation. Managers who delegate invest time in their direct reports, helping them to become better performers and develop their skills – while increasing team performance and freeing up their own time for the tasks they should be doing. This course provides evidence and strategies for effective delegation.

Audience

Managers who want to effectively delegate tasks and responsibilities to their direct reports, in order to increase individual and team performance, and be more personally productive.

Course objectives

- To identify the benefits and components of effective delegation.
- To recognize and eliminate the barriers of delegation.
- To determine what types of tasks to delegate, and what not to delegate.
- To identify specific strategies, actions, and skills for delegating effectively.

Time investment

- Before the class session: 2-4 hours
- During the class session: 8 hours
- After the class session: 2-4 hours plus each participant's ongoing commitment to apply the learning

Class size

We recommend a minimum of eight, and a maximum of 24 participants per facilitator. Larger groups can be accommodated by adding additional facilitators.

Customization

All OmniSkills courses are tailored to your organization's needs and goals, and to the specific group taking the course. For more information about customization, contact us using any of the methods below.

Concept Description

The gift that keeps on giving, delegation is a cornerstone of high performing individuals and teams.

Managers give myriad reasons *not to* delegate – the time it takes, concerns about the quality of the work, the need for control, a lack of trust, etc. But there are more and more compelling reasons *to* delegate, for the delegate:

- Employee skill development
- Higher retention / lower turnover
- Higher employee engagement
- Greater ability to be creative and innovative
- Increased performance by individuals and their teams

...and for the delegator:

- Being a steward of better performance
- Helping employees reach their developmental goals
- Freeing up one's own time for other tasks and responsibilities
- Lower turnover within one's team
- Doing the job the manager was hired to do

Effective delegation is an ongoing process. It includes:

- identifying what to delegate, and what not to delegate
- identifying the people to whom the tasks and responsibilities can be delegated
- creating a training plan, and providing the necessary training the delegate needs
- creating a graduated monitoring plan, which moves the delegate from maximum to minimum oversight.

In this workshop, managers will learn the delegation process, and begin creating a detailed action plan for applying the process to their current work.

Learning Design

OmniSkills uses the **Torrance Incubation Model for Teaching and Learning (TIM)** as our framework for learning design. Developed by education and creativity pioneer E. Paul Torrance, TIM's three-phase structure – heighten anticipation, deepen exploration, and extend learning – extends learning beyond the classroom event, in both directions. Pre-class activities heighten anticipation for the class and move the base learning out of the classroom. In-class activities, in which we deepen exploration of the subject, are therefore richer and more valuable, taking full advantage of the classroom's participatory group environment. Post-class, we extend learning into the workplace through a rich assortment of activities and media. Only OmniSkills makes this commitment to successful learning by adding these components at no additional cost. For more information, visit www.omniskills.com/tim.