



# Delegation

Leaders need to apply effort and time to overcome management challenges. This time can only be created through effective delegation. Strong delegation skills are essential to the development of team and individual capability and ongoing success. This module, for leaders at all levels, provides an understanding of the barriers to good delegation and a practical guide to overcoming these and improving effectiveness.

Around 2 hours • Face-to-face or virtual • Typically 4-15 participants • Supported by course notes • Interactive

## Key course elements

### What is good delegation and what stops us?

- Defining good delegation
- Identifying our own barriers to delegation
- When should we delegate, and when shouldn't we?

### Planning to delegate

- What, who and when; selling the task

### The act of delegating

- Delegation styles
- Circumstances under which you can let go
- Responsibility, accountability and authority

### Monitoring and supporting

- Managing mistakes
- Agreeing milestones

### Closure

- Transferring ownership
- Evaluation/learning

## Participants will learn to...

- Understand different delegation styles and when to use them
- Understand the value of good delegation and the risks of getting it wrong
- Identify the key steps to effective delegation
- Know when to delegate
- Delegate more effectively
- Provide the appropriate level of support and follow up



*"I thought it highlighted some really useful points and how to delegate to people. I liked that it encouraged idea sharing and a practical way through delegating a project"*