



# DELEGATION SKILLS COURSE

"It's wise to delegate." -John C. Maxwell

Delegation Skills Training is an interactive workshop designed to help participants master the art of delegation. Through self-reflection and real-world cases, learn how to effectively assign tasks and provide team members with guidance and support. Discover how delegation can give you more time to focus on strategic goals and achieve even greater results. Participants will walk away with a practical framework for effective delegation, including identifying key tasks, selecting the right person for each job, setting expectations and providing feedback. Leave with the skills, knowledge and confidence to make delegation part of your organization's culture and help it reach its full potential.

## Key Course Content:

- Understand the meaning of delegation.
- Feel comfortable delegating upwards, downwards and sideways.
- Understand how delegation can help your organisation.
- Discover why delegation fails.
- Influence better outcomes.
- Calibrate your "Letting Go" scales.
- Learn and practice the effective delegation process.
- Balance your workpile with the 4D's approach.
- Scan the environment and upgrade systems.
- Practice the art of undoing behaviours.
- Critique the behaviours of the world's greatest delegators.
- Identify the telltale signs of people sabotaging delegated tasks.



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated half-day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.