

Development Through Delegation

Recommended for everyone who has to delegate tasks to others.

WHAT IT'S ABOUT

- Defining which tasks only you can do, and which tasks can be delegated to others.
- Delegating tasks effectively.
- Deciding to whom to delegate a given task/project/process.
- Following up with employees on their delegated tasks.
- Avoiding reverse delegation (employees trying to give delegated tasks back to you).

TRAINING AIMS

By the end of the course, the participants will be able to:

- identify tasks that can be delegated;
- delegate those tasks, including defining expectations for communication;
- deal with situations where the employee needs further support or direction;
- follow up on tasks that have been delegated, including feedback.

DURATION & COMPONENTS

Pework	Complete Needs Analysis Survey; do five 10-minute tasks
Session 1	Workshop: Understand—Why? What? To whom? (3h)
Session 2	Workshop: Delegate—The Process of Delegating (3h)
Session 3	Workshop: Develop—Giving Feedback on Delegation (3h)
Individual 1-2-1 calls	0.5h/person to discuss how things have been implemented
Time commitment per participant:	9h of online workshop 0.5h of coaching Up to 1h of homework spread over the 2–3 weeks of the course

- Digital Materials: delegation handbook (with references to articles and books)

TRAINERS

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For trainer profiles please go to <https://accentbusiness.pl/team/>

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