

Effective Delegation Skills

Aim

Being able to delegate effectively is a key skill for managers for two reasons. First of all, delegating allows managers to save time and to focus on the tasks that only they can do. Secondly, the delegation of tasks to team members is an opportunity for those team members to learn new skills and develop.

However, if delegation is not done properly, it can create more problems than it solves. For example, if s/he does not communicate tasks clearly; if s/he does not offer any support or if s/he is unable to let go and is always on the employee's back.

So, it is essential that managers receive training on how to delegate work to employees effectively. Our delegation skills workshop is designed to achieve just that.

Learning Outcomes

At the end of the workshop participants will be able to:

- Define effective delegation
- Discuss the benefits of and barriers to effective delegation
- Apply seven steps of effective delegation
- Discuss how to cope with some delegation difficulties

Who Should Attend the Workshop:

Line managers and supervisors.

Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility.

Copies of the slides will be sent out after each workshop.



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Time	2.5 hours
Venue	Zoom or Teams **all participants need access to a laptop or PC
Availability	Up to 12 participants Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops.
Fees	£995.00 plus vat (£83.00 plus vat per participant)

More Information:

For an informal chat about the workshop, please contact:

Tracy Madgwick:
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07899 665506

About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DISC.

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