

Delegation

The Art of Delegating Effectively

Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned. This workshop will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lay, and what we can do about getting around them.

How You will Benefit:

- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify opportunities within the scope of your authority for delegating effectively to others.
- Identify the criteria for fair and responsible delegation to all employees
- Develop a technique for defining expectations
- Recognize common delegation pitfalls and how to avoid them.
- Provide opportunities to test your delegation skills

What You Will Cover:

- ▶ Introductions/Objectives/Agenda
- ▶ Advantages and Disadvantages of Delegation
- ▶ Self-Assessment
- ▶ Definitions
- ▶ When and How to Share the Load
- ▶ When to Delegate and When to Do It Yourself
- ▶ Picking the Right Person for the Job
- ▶ The Delegation Meeting
- ▶ Communication Skills
- ▶ Potential Delegation Problems

San Diego, CA

LA, CA

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$247.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Pre-Registration Form:

Delegation

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

BE EVERYWHERE
YOU ARE!

Be! Everywhere You Are!

6760 University Ave., Ste. 260
San Diego, CA, 92115
Office: (619) 446-6330
Cell: 619-520-3502 | Fax: (619) 446-6462