

Rightrack ... a little bit of magic

Delegation Skills
a 1 day programme



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Introduction

This delegation skills programme aims to improve the effectiveness of goal setting, organising and sharing the workload for all attendees through a structured process and approach.

Main Features

- What are the problems with delegating – where might it go wrong?
- Benefits & purpose of delegation
- Delegation as a function of management
- Delegating upwards, downwards & sideways
- The seven step process for effective delegation
- Using delegation as a motivator
- Delegation without abdication
- Utilising & building individual and team skills
- Preparing a delegation action plan

Key Benefits

- Stronger, more productive working relationships
- Less time wasted on inappropriate tasks
- Get Managers focused on managing
- Greater expediency in projects or tasks
- Increased workforce skills
- Greater versatility of staff
- Less misunderstanding of expectations
- Reduced conflict and confrontation
- Clearer communication of objectives
- Clarity of needs and expectations
- Better relationships at work
- Improved personal motivation and team morale
- Immediate business impact



Further Detail

- Understanding the uses and value of delegation
- Where delegation fits within the spectrum of management styles
- The differences between allocating, delegating and dumping work
- Overcoming the barriers to letting go
- Looking at receding levels of control
- Don't give you job away - Hanging on to what you should be doing
- Choosing what to (and what not to) delegate
- Accountability, responsibility and authority; how do they fit together?
- Retaining the ultimate responsibility
- Recognising and applying the steps in the delegation process
- Picking the right person and the right reason to delegate
- Delegation as a means of motivation
- Delegating for personal development
- Developing a personal action plan
- Setting parameters and agreeing expectations
- Monitoring, motivation and feedback
- Creating and sharing personal action plans



Programme Options

This is an in-company programme with the following options:

Available Packages:	Ready-to-Go - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice Customised - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available Bespoke - We research, design and deliver the programme specifically for your needs
Duration:	1 day
Materials:	Folder, workbook, handouts, pen and certificate of attendance
Support:	Research - Pre-programme research visit or telephone discussion Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme Righttrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme
Dates & Location:	To suit you
Delegates:	Up to 12 people
Style:	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
Learning Methods:	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

