



# Delegating

***"When I delegate projects to my team, I don't always get the results I want."  
"Isn't it easier to just do it myself?"***

Sometimes it does seem easier to do it yourself. Delegating responsibilities and projects can take time and without clear communication, can lead to misunderstandings and negative results. But delegating does more than just balance the workload – it can help strengthen the bonds of your team. Delegating demonstrates trust and encourages development. It can make a team member feel that his or her job is important and essential to the success of the business unit. However, in order to achieve this result, delegating must be done effectively. Successful delegation requires skill.

## Impact

**Managers and team leaders will be able to:**

**Understand** the role of delegation in time management, resource utilization, job satisfaction and overall team productivity.

**Use** a delegation process that ensures team member participation, involvement, and success so that what needs to be done gets done – properly and on time.

**Establish** a team member's responsibility and authority for a delegated task – creating a framework for accountability and personal growth.

For over 20 years, we've helped thousands of organizations equip managers with the tools they need to succeed. Our experience has proven that management skill level, like the ability to successfully delegate work, has a direct impact on business results. We've seen how important it is to take the time to develop team members in order to strengthen their commitment to the success of the organization. That commitment can begin with the increased accountability and responsibility that comes with a properly delegated task.

**Delegating** provides the tools necessary to develop messages that communicate the "what" and the "why" of every delegated task. Focusing on ensuring that the individual understands what is required helps facilitate a successful result – the work is done correctly, and the individual gains the benefits of a new experience and increased confidence and responsibility.

## Program Description

**Delegating** helps leaders master the skills needed to effectively assign work to others. By clearly communicating expectations and encouraging participation and involvement, managers can use delegating to develop team members' skills and abilities. Throughout the workshop, managers will review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. Managers leave with implementation tools, troubleshooting guides and additional resources to help them apply the skills they have learned on the job. The 4-hour workshop is

designed for 6–15 participants and includes the following:

- Why delegating is important
- How to become an effective delegator
- How to determine what to – and what not to-delegate
- Benefits of delegation

This module assumes the participants have acquired the skills from both the Essential Skills of Leadership and the Essential Skills of Communicating prior to this module.

## **Course Materials**

### ***Facilitator Guide***

- Complete instructions on how to conduct the workshop.
- Explanatory text for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes.
- Facilitator Resource CD-ROM containing PowerPoint presentation, additional resources, and reproducible pages from the facilitator guide as well as entire participant workbook.

### ***Participant Workbook***

- Exercises, forms, skill practice aids, and a video synopsis.
- Job Aids section with tools and resources for applying the skills learned in the workshop.
- Memory Jogger Card providing a handy reminder of the workshop's skill points.

### ***Video***

- Introduction followed by a scenario displaying positive use of the skill points discussed in the program.
- Video segments focusing on modeling positive behaviors for skill practices.
- Scenarios in both office and industrial settings.

## **About our Publisher**

Vital Learning's award winning programs have successfully helped organizations develop supervisors, leaders and front-line managers for over 20 years. The Vital Learning Leadership Series offers the most comprehensive and practical curriculum for building the management skill set required by 21<sup>st</sup> century managers.

Our customers tell us that this training really works because it enables the changes in management behavior that drive improved business results. We can help you take the first step toward creating successful managers and more productive and profitable teams.

## **About Professional Development Associates**

Professional Development Associates has consultants, facilitators and trainers throughout the country to meet your needs, most with more than 20 years of experience in delivering high-quality training and providing a full range of professional OD/training services.

We have built our business by ensuring our clients receive the best value...the elusive "Best Bang for the Buck" services and products available...period. Our trainers make the programs come alive...and we can help your trainers do the same thing. We provide you with world-class materials or training or trainers (or all three) which will maximize measurable changes in behavior. And we "walk the talk" with superb customer service.

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