

# *Atassh Consultants*

*Knowledge Processing House, Since 1991*

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## **SYNOPSIS – 'How To Delegate'**

### **Introduction:**

Delegation is an essential element of any manager's job. Used effectively it provides real benefits for everyone involved. **'How to Delegate'** will enable to achieve the best possible results from each delegation you make, from small everyday tasks to major leadership appointments. The program covers every aspect of this process, from deciding and prioritizing which tasks to delegate and choosing the right person for the job, to recognizing and overcoming barriers and anticipating risks. Practical advice on how to motivate and develop staff, build loyalty, and give and receive feedback, will increase your confidence and help you to become a skilled and trusted delegator.

### **Modules: Program Duration 6 days**

#### **Understanding Delegation:**

- Defining Delegation.
- Why Delegate?
- Recognizing & Dealing with Barriers.
- Building Relationship.

#### **Delegating Effectively:**

- Selecting Tasks.
- Deciding which Tasks to Keep.
- Planning a Structure with Delegation.
- Considering Roles.
- Understanding Accountability.
- Choosing the Right Person.
- Preparing a Brief.
- Securing Agreement in Principle.
- Briefing Effectively.

#### **Monitoring Progress.**

- Working with Controls.
- Minimizing Risks.
- Reinforcing a Delegate's Role.
- Providing Support.
- Maintaining the Boundaries.
- Giving Feedback.
- Praising & Rewarding.
- Analyzing Difficulties.
- Assessing Ability.

#### **Improving Skills:**

- Developing Delegates.
- Appointing Sub-Leaders.
- Developing Yourself Through Delegation.