

**Course Title:** M11 - How to Delegate

**Course Length (hours, days):** One day

**Max # Participants:** 16 (ideal 12)

**Course Objectives:**

Successful completion of this course will increase your knowledge and ability to:

- Recognize delegation as a tool for employee growth;
- Prepare yourself to delegate effectively;
- Assess your employees to determine their delegation needs;
- Match employees and projects appropriately;
- Identify barriers to delegation and overcome them;
- Apply the steps to delegating effectively;
- Handle mistakes, missteps and failures as learning opportunities.

**Course Content:**

Participants are exposed to the following points:

- Module One: The Purpose of Delegation
- Module Two: Preparing for Delegation
- Module Three: The Steps of Delegation
- Module Four: Mistakes, Missteps and Failures

**Target Audience:**

Mostly supervisors, team heads, managers and Leaders.

**Methodology:**

Our experiential learning approach ensures each activity draws on knowledge and skills beyond the classroom. Role-plays and panel discussions are used when and if appropriate. Presentations and discussions in small and larger groups support the development of self-confidence in the creative process.

**Expected Results:**

Participants will be better prepared to share responsibility and authority as managerial tools to achieve objectives. They will learn about encouraging initiative, evaluate and prioritize alternatives objectively and minimize the negative effects of mistakes in the delegation process.