

Improving your business by delegating successfully

COURSE SCHEDULE

09.00	Registration – Tea/Coffee
09.30	Induction Housekeeping SHEF Introductions Format
10.00	Understanding delegation Introduction Defining delegation Why delegate? Recognizing and dealing with barriers Building a relationship
11.00	Break – Tea/Coffee & Pastries
11.30	Delegating to staff & colleagues 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
12.45	Buffet Lunch
13.30	Monitoring progress of delegated work Using controls Reducing risks Reinforcing the delegates role Providing support Maintaining boundaries Giving feedback Recognition and reward Analysing difficulties Assessing your own abilities
14.30	Break – Tea/Coffee & Biscuits
15.00	Improving your delegation skills Developing delegates Appointing sub leaders Developing yourself through delegation Self Assessment
16.00	Mop-up, summaries & future resources Online resources, evaluation sheets, etc.
16.30	Closure Tea/Coffee & Informal Networking

RESOURCES

Hand-outs

- Self Assessments

Complementary online resources to download

- E-book containing course detail
- 100 Delegation tips
- Do's & Don'ts
- Aide Memoires
 - Task Managers retained responsibilities
 - Structuring a brief
 - Choosing a monitoring system
 - Comparing Management Techniques
 - Difficulties with maintaining boundaries
 - Assessing difficulties in a project