



## Delegation Training

Mastering the skill of delegation can be quite challenging, for individuals. It's often difficult to let go of the desire to be involved in every aspect of operations. Some individuals fear that entrusting tasks to others may lead to the company's downfall. In this Delegation Training session, we will thoroughly explore aspects of delegation including when and whom to delegate tasks to. We will delve into the delegation process examining issues and pitfalls and discovering strategies to overcome them. The primary focus of this session is to educate teams and groups, on how they can benefit from embracing delegation.

## **Course Overview**

The training session will commence with our trainer engaging with participants getting acquainted with their concerns and understanding their learning objectives.

### **This one-day course aims to help participants;**

- Clearly understand how delegation fits into their role and how it can contribute to their success.
- Explore approaches, to task delegation.
- Implement an eight-step process for delegation.
- Enhance delegation outcomes by providing concise instructions.
- Improve delegation results through questioning and active listening.
- Identify pitfalls in delegation and learn strategies to avoid them.
- Evaluate delegation skills through tests.

### **Why is delegation important?**

In this session employees will gain an understanding of the significance of delegation within the workplace.

### **What does delegation entail?**

Participants will learn about the four steps of delegation and the various levels of responsibility involved in the process.

### **Reviewing assignment work**

This session allows participants to discuss their responses to a case study that was assigned prior to the session.

### **Selecting the candidate**

Participants will acquire insights on how to choose the right person for a delegated task using four key criteria or instruments.

### **The delegation meeting**

Participant will explore an eight-step process that ensures coverage when delegating tasks, within a team or organization.

### **Levels of proficiency**

Participants will uncover and understand the four levels of ability that can be assigned during the process of delegating tasks.

**Providing directions**

This session focuses on teaching participants how to deliver instructions ensuring successful task completion through proper communication channels.

**Enhancing communication skills**

During this session, participants delve into How Improving communication abilities will enable employees to accept delegated tasks

**Efficient Delegation Tracking**

This session will talk about the ways we can observe and track delegation.

**Implementing Delegation in Practice**

Next, we'll have participants practice delegation by working in groups. They'll complete a case study that has five parts, which will be a hands-on exercise using the skills they've already learned.

**Mastering the Art of Giving Feedback**

This session will be focusing on teaching participants how to give feedback without being too harsh or direct.

**Becoming an Effective Delegator**

In this session we will discuss what makes a delegator and give participants an opportunity to assess their skills in this area.

**Wrapping Up the Workshop**

Towards the end of the course participants will have the opportunity to ask questions and create an action plan.

Visit <https://paramounttraining.com.au> for more information or call 1300 810 725