

DELEGATION AND TASK MANAGEMENT

1 DAY COURSE

We all know delegation is a critical management competency worth developing, so why do we have trouble letting go? Many things can get in the way of a manager delegating, but once you learn to overcome these obstacles and produce work through other people, you will find you can get more done and achieve better outcomes.

This course will provide you with techniques for successful delegation and task management and help you and your team members succeed and grow.

This course supports the development of the following core competencies:

Decision making
Directing others
Managing and measuring work
Organising
Planning

This course is suitable for managers, supervisors and team leaders who want to improve their ability to delegate work tasks to achieve maximum team efficiency and development.

LEARNING OUTCOMES

- Understand the importance of delegation as part of the management process.
- Distinguish critical elements of delegation and task management processes and procedures.
- Identify the appropriate tasks to delegate and promote team responsibility and accountability.
- Effectively utilise tools and techniques to enable and empower capability development.
- Improve productivity by identifying and overcoming barriers that obstruct successful delegation.

TOPICS COVERED IN THIS COURSE

Principles and benefits of delegation

Delegating parts of your work will empower you to manage an increased workload and further expand the value you can deliver.

Using the power of other people's help

The benefits of effective delegation, and what happens when you don't delegate.

Having competency and proficiency

Develop planning and prioritisation competencies to three levels: basic, intermediate and advanced.

Stages of effective delegation

To delegate effectively: choose the right tasks to delegate, identify the right people to delegate to, and delegate in the right way.

Manage obstacles to delegation

Managers and organisations can fail to achieve team cohesiveness through effective delegation because they unknowingly fall prey to five potential obstacles or pitfalls.

Six levels of delegation authority

When a manager delegates a task to an individual or team, it is imperative that the parties clearly understand their level of authority.

Types of task that take your time

Identify and determine how much time your various task are taking

Stop other people's priorities becoming yours

Make the right choices when people bring you problems, issues, or tasks they want help with.