EFFECTIVE DELEGATION TRAINING

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COURSE LENGTH: 1.0 DAYS

This delegation training course, delivered by PD Training in Singapore, is appropriate for managers, team leaders and supervisors in different sectors, who require a good understanding of how, when and what to delegate.

The training course teaches the managers set of skills like identifying which tasks that can be delegated, deciding who is the best person to receive the delegation, how to give specific instructions, setting goals for task completion and reporting on delegated activities.

This Effective Delegation training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers or via our public schedule.

Contact us today for a group quote.
FOREWORD

In order for you to be an efficient manager in Singapore, you must be comfortable in delegating work to employees, while making sure they are both accountable and effective. It is vital to implement procedures to make sure assignments are clear and well-defined. The ability to delegate is a required skill for any effective leader.

Delegation is often one of the hardest skills for a manager to master. During this training course, participants receive training in the many of the facets of delegation, including when and whom to delegate responsibilities, understanding the delegation process, use effective techniques to overcome problems and more.

OUTCOMES

After completing this course, participants will have learned to:

- Understand how delegation fits into their job and increase productivity
- Understand and use different ways of delegating tasks
- Use Pre-assignment review
- Pick up the right person
- Use an eight-step process for effective delegation
- Give better instructions for better delegation results
- Give instructions effectively
- Identify common delegation pitfalls and learn how to avoid them
- Use ways to monitor delegation results
- Monitor delegation
- Use techniques for giving effective feedback
- Provide feedback
- Understand the importance of delegation and its results
- Manage a delegation meeting

MODULES

Lesson 1: Getting Started
- Icebreaker
- Pre-Assignment Review
- Workshop Objectives

Lesson 2: Why Delegate?
- Advantages & Disadvantages
- More on Delegation
- Self-Assessment

Lesson 3: What is Delegation?
- Delegation Definitions
- Levels of Delegation
- Guidelines for Success
- Lateral Delegation

Lesson 4: Picking the Right Person
- Demonstrated Skill
- Employee Motivation
- Employee Workload
- Matching Skills & People