

## 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.

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## EFFECTIVE DELEGATION TRAINING COURSE OUTLINE

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### 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.

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### 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
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### 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

#### Lesson 4: Picking the Right Person

- Demonstrated Skill

- Levels of Delegation
- Guidelines for Success
- Lateral Delegation

- Employee Motivation
- Employee Workload
- Matching Skills & People

#### **Lesson 5: The Delegation Meeting**

- Step One
- Step Two
- Step Three
- Step Four
- Step Five
- Step Six
- Step Seven
- Step Eight

#### **Lesson 6: Putting it into Practice**

- Case Study
- Activity

#### **Lesson 7: Giving Instructions**

- Three Types of Instructions
- Preparing Instructions

#### **Lesson 8: Monitoring Delegation**

- Why Should You Monitor Delegation?
- How Do You Monitor?

#### **Lesson 9: Practicing Delegation**

- Decision One
- Decision Two
- Decision Three
- Decision Four
- Decision Five

#### **Lesson 10: Giving Feedback**

- The Ingredients of Good Feedback
- Case Studies

#### **Lesson 11: Becoming a Good Delegator**

- Characteristics of Effective Delegators

#### **Lesson 12: Wrapping Up**

- Words from the Wise

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#### **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)