

### Workshop Aims

Leading requires that you let go and trust. Delegation helps your team members grow in their positions and for future positions. It also frees up time for you the manager to grow in your position and for future positions. This workshop will explore the value of delegation, and processes to let go and delegate with confidence.

### Workshop Objectives

By the end of the course you will be able to

- Recognise the benefits of letting go and delegating
- Know the tasks you cannot delegate and those that you can
- Use strategies and tools to increase to strengthen your ability to delegate the right tasks to the right people in the right way
- Exhibit greater confidence and competence in assigning work and responsibilities

### Workshop Format

The programme will be highly participative and include discussions, exercises and practice to address the objectives. The participants will be encouraged to interact and discuss the relevant areas to ensure that knowledge and skills are developed. Discussions and ideas will be related to the participants own situations.

### Workshop Content

- Introduction, objectives and expectations: The group will be involved in setting the agenda and learning for the day.
- Delegation explored: We will discuss what delegation is and what it is not; the benefits to the manager, the team member and the team overall that delegation offers; the fears and barriers or myths about delegation.
- What to Whom and How: We will explore how to match what you delegate to whom and with the right style or approach; ways to plan and prepare for what and who; how to agree expectations, monitoring and the delegatee's confidence and self-esteem; building trust, motivating and challenging their team through the process.
- Overcoming reluctance, resistance, lack of motivation and challenges: We will explore how to prepare for any reluctance, resistance or lack of motivation; how to manage the conversation and set-up control and follow-up procedures while creating safety and increasing the self-esteem, trust and confidence of your team member or colleague; how to use coaching or mentoring the delegatee encounters challenges, obstacles or gets stuck
- Action plan: All participants will develop an action plan to transfer learnings back to the workplace.

This outline can be further tailored in content and duration to your organisation's needs.

Contact us to discuss further.