

DELEGATION AND TASK MANAGEMENT



LEARNING OUTCOMES

- Explain the importance of delegation as part of the management process.
- Describe critical elements of delegation processes and procedures.
- Determine the most appropriate tasks to delegate and promote responsibility and accountability.
- Use delegation strategies for capability development.
- Implement effective strategies to overcome barriers to successful delegation.
- Evaluate your current capability with planning, prioritising and measuring delegated tasks.
- Implement strategies to stop other people's priorities becoming yours.

COURSE OVERVIEW

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. Learn how to increase the volume of your workload by identifying and delegating tasks that should not be on your task list, to the people who can effectively get it done.

This course will cover the six levels of an effective delegation process, and the positive effect it has on your team members' success and growth.

THIS COURSE IS IDEAL FOR

Managers, supervisors and team leaders who want to improve their ability to delegate work tasks to achieve maximum team efficiency and development.

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 tasks 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.