Delegating for Results

Learning Objectives

- Identify tasks and responsibilities that can and should be delegated.
- Identify the appropriate level of authority and support to give to the people doing the work.
- Use a set of criteria to select the best people to whom to delegate.
- Use the interaction process to conduct effective delegation discussions.
- Determine methods for monitoring the progress of delegations.
- Identify barriers to delegating and tactics for overcoming them.

Course Description

To maintain a motivated workforce, leaders must become catalysts who transfer responsibility and authority. In this course, leaders learn skills for successfully matching people, responsibility, and authority to maximize involvement, productivity, motivation, and growth for individuals, groups, and the organization.

Delegation ROI

Interaction Guidelines

Resources (for learner)

- Delegating and Developing Others
- Discussion Planner
- Job Aid
- What's Holding You Back?
- Too Much or Too Little Monitoring
- Development Activities
- Agenda for Meeting with Manager

Resources for (managers of learners)

- Management Support Tool
- Tips for Giving Feedback

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