

# Delegating for Growth

## Course Objectives

Successful completion of this course will increase your ability to:

- Recognize delegation as a tool for employee growth (not just as a way to lighten your own workload)
- Prepare yourself to delegate effectively
- Assess your employees to determine their delegation needs
- Match employees and projects appropriately
- Identify barriers to delegation and overcome them
- Apply the steps to delegating effectively
- Handle mistakes, missteps and failures as learning opportunities

## How You Will Benefit

Delegation is more than assigning work to someone else. Often, it is about entrusting responsibility and accountability. By delegating tasks, a manager is handing a little bit of authority over to his or her subordinate, while at the same time keeping responsibility for completion of the task. Delegating is an opportune way to challenge a subordinate employee or prime them for more expansive duties. However, deciding what and when to delegate can be a delicate matter.

In this course you will discover how to decide what to delegate, match people with projects, clearly articulate desired outcomes, identify boundaries, and anticipate problems. As a result, you will improve quality of work by allowing the employees who have direct knowledge to complete tasks, create personal accountability, motivate employees, have more flexibility in assignments, and increase productivity.

## Key Topics Covered

This course explores the following subjects in depth:

- Characteristics of positive delegation and barriers to delegation
- How to decide what to delegate
- Employee analysis for better task matching
- Clarifying consequences of achievement/ non-achievement
- Levels of discretion and autonomy
- Establishing communication expectations
- Letting employees make and learn from mistakes

## What the Course Offers

- Interactive learning setting
- Opportunity to apply the concepts through role-play
- Thorough set of materials: Participant Guide and one-page RM Desk Reference

## Length of Course

1 day

## Audience

Supervisors/Managers

RESOLUTION  
MANAGEMENT

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