

Delegating for Shared Success

Duration: 1 day

Course Overview

Welcome to the "Delegating for Shared Success" training program! Delegation is a critical skill for effective leadership and team productivity. This one-day workshop is designed to help you master the art of delegation and empower your team to achieve shared success.

During this training, you will explore the benefits of delegation, learn techniques for identifying tasks suitable for delegation, and develop communication and coaching skills to delegate effectively. You will understand how to set clear expectations, provide necessary resources, and monitor progress to ensure successful outcomes. Through interactive exercises and role-plays, you will practice delegation scenarios and build confidence in your delegation capabilities.

By the end of this program, you will be equipped to delegate tasks efficiently, foster a collaborative work environment, and elevate overall team performance.

Join us for a transformative learning experience that will enable you to become a skilled delegator and achieve shared success with your team.

Who should attend?

This program is suitable for managers, supervisors, team leaders, and anyone responsible for leading teams and delegating tasks effectively. Whether you are new to delegation or seeking to enhance your delegation capabilities, this training will provide you with essential tools and strategies to delegate for shared success. If you want to foster a culture of collaboration and achieve collective goals within your team, this program is ideal for you.

Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course.

How certification is earned

Upon successful completion of this course, you will be awarded a certificate of attendance from Expleo Academy.

Related courses

Attendees may also be subsequently interested in

- Persuading & Influencing Skills

Course Objectives

On completion of this training, attendees will be able to:

- Understand the Importance of Delegation in Leadership:
 - Recognise the benefits of effective delegation for individual and team development.
 - Understand the challenges and misconceptions related to delegation.
- Identify Suitable Tasks for Delegation:
 - Learn how to assess tasks for delegation based on complexity and importance.
 - Identify the right team members for specific delegated tasks.
- Develop Effective Communication and Coaching Skills:
 - Enhance communication and coaching skills to delegate tasks with clarity.
 - Provide support and guidance to ensure successful task completion.
- Set Clear Expectations and Objectives:
 - Learn techniques for setting clear expectations and SMART objectives.
 - Understand how to align delegated tasks with organisational goals.
- Provide Necessary Resources and Support:
 - Identify and provide the resources and support required for delegated tasks.
 - Create an environment that fosters collaboration and shared success.
- Monitor Progress and Provide Feedback:
 - Implement strategies to monitor task progress and provide constructive feedback.
 - Learn how to address challenges and adjust delegation as needed.

Context

In this workshop you will explore the benefits of delegation, learn techniques for identifying tasks suitable for delegation, and develop communication and coaching skills to delegate effectively.

Course Outline

Introduction to Delegating for Shared Success

- Understanding the importance of delegation in leadership
- Recognising the benefits and challenges of effective delegation

Identifying Suitable Tasks for Delegation

- Assessing tasks for delegation based on complexity and importance
- Identifying the right team members for specific delegated tasks

Developing Effective Communication and Coaching Skills

- Enhancing communication and coaching skills for effective delegation
- Providing support and guidance to ensure successful task completion

Setting Clear Expectations and Objectives

- Techniques for setting clear expectations and SMART objectives
- Aligning delegated tasks with organisational goals

Providing Necessary Resources and Support

- Identifying and providing the resources required for delegated tasks
- Fostering a collaborative work environment for shared success

Monitoring Progress and Providing Feedback

- Strategies for monitoring task progress and providing constructive feedback
- Addressing challenges and adjusting delegation as needed

Training Methodology

This training program adopts an interactive and scenario-based approach. Participants will engage in group discussions, role-plays, practical exercises, and case studies to explore and apply delegation principles.

Trainers with expertise in leadership and delegation will facilitate the discussions and provide practical insights. The training will create a collaborative and supportive learning environment, enabling participants to share experiences and learn from real-life delegation scenarios.

Contact

Patricia McGuire

Head of Training

Expleo Technology Ireland Ltd

M. +353 (0)87 235 5902

W. expleoacademy.com

pat.mcquire@expleogroup.com

academy-UKI@expleogroup.com