

**Art Of Delegation Workshop**

" A manager is not a person who can do the work better than his men; he is a person who can get his men to do the work better than he can.”

– Frederick W. Smith



Art of Delegation Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Early Managers
* First Time Managers
* Existing Managers
* Team Leads
* Project Managers

Workshop Objectives

* Understanding Delegation
* Myths regarding delegation
* Delegation Model
* How to delegate effectively
* Avoiding delegation Pitfalls
* Constructive Feedback
* Avoiding Duplication in the delegated tasks
* Whom to Delegate
* When to Delegate

Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me** • Workshop Intro & Agenda • Ground Rules • Icebreaker • Facilitator Intro • Participant Intro & Expectations |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:00 AM | **Understanding Delegation** • What is delegation • Delegation challenges • Why to delegate (Benefits to self & Organisations) • Delegation Myths |
| 4 | 11:00 -11:15 AM | **First Tea Break** |
| 5 | 11:15 -12:15 PM | **Delegation-Deeper Understanding** Breakdown of each step in the DELEGATE model • **D**efine the task • **E**valuate Skills • **L**et them know   * **E**stablish the Parameters * **G**enerate commitments * **A**uthorise Action * **T**rack Progress * **E**valuate Results |
| 6 | 12:15 -1:00 PM | **Communication Like Pro** •Understanding other’s communication style • BEST tool to understand various communication styles (Self-Assessment) • Adapt to others communication style(Role play-Now will you adapt to others styles) |
| 7 | 1:00 - 1:45 PM | **Lunch Break** |
| 8 | 1:45 - 2:00 PM | **Energiser** |
| 9 | 2:00- 2:45 PM | **Getting the Team Ready (Whom & When to Delegate)** •Whom to Delegate • Understanding Skill & Will • Skill-Will Matrix Delegation • When to Delegate |
| 10 | 2:45 -3:45 PM | **How to Delegate Effectively Delegation Process** • 4 Steps for fool proof delegation • List your responsibilities • Choosing delegation Authority • Determing what to delegate • Deciding whom to delegate |
| 11 | 3:45 - 4:00 PM | **Second Tea Break** |
| 12 | 4:00- 4:45 PM | **Communication-Giving Constructive Feedback** • Understanding feedback • Constructive VS Destructive Feedback • Explain model with Constructive Feedback • Barriers in giving Effective Feedback |
| 13 | 4:45- 5:00 PM | **Post Training Assessment** |
| 14 | 5:00- 5:30 PM | **Closing** • Feedback forms • Q& A (If any) • Closing Video (If any) • Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client.\*