
Delegating For Results

Courseware Sample

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About This Sample

This sample contains a preview of the “**DELEGATING FOR RESULTS**”, a 1 Day, Prewritten, Off-the-Shelf Course to help Supervisors and Managers learn how to delegate effectively. The course provides trainers with everything they need to conduct an effective workshop.

To purchase the course, or find out additional information, go to www.kawconsulting.com and click on “**DELEGATING FOR RESULTS**” link on the menu on the left hand side of the page.

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Delegating for Results

Course Overview

- Purpose:** The goal of this workshop is to help participants learn how to effectively delegate tasks and responsibilities.
- Target Audience:** Supervisors, Managers and others needing to learn delegation skills.
- Length:** 1 Day
- Topics:**
- Why delegate?
 - Key ingredients for a successful delegation
 - The delegation process
 - How to identify what tasks to delegate.
 - How to identify the right people to delegate to.
 - How to identify what the person needs to be able to perform the task.
 - How to delegate at a level that makes you comfortable.
 - How to keep track of what you've delegated.
 - Avoiding common traps and pitfalls.
 - How to get started.
 - Personal action plan
- Learning Objectives:**
- By the end of the workshop participants will be able to:
- Understand and explain:
 - what makes someone an effective delegator.
 - the keys to delegating effectively
 - how to avoid the common traps that can derail a delegation.
 - Identify:
 - what tasks they can delegate back at work.
 - potential candidates to delegate to who have the needed knowledge and skills to do the task.
 - what someone needs to know and be able to do to perform the task correctly.
 - the appropriate level of authority to delegate.

Course Overview

Learning Objectives (Cont.):

- Effectively plan a delegation.
- Hold an effective delegation meeting.
- Keep track of what they've delegated and follow up with the required amount of oversight to make sure things are on track.
- Experience some of the common day-to-day challenges encountered when delegating.

Format:

The workshop consists of 7 modules. It's designed to encourage participants to take an active role in their learning by making extensive use of discussion based exercises worked either in subgroups or with a partner. Some of the exercises also require individual work.

Topics in each module are introduced via short slide presentations. Participants will then take the material and delve into it further via the exercises.

At the end of the session, participants will be asked to use the knowledge they've acquired throughout the day to develop a personal action plan to identify some potential tasks to delegate back at work, and the steps they need to take to get started.

Following is a list of the topics covered in each module.

Module 1:

The Basics

- Why delegate?
- What makes delegations successful?
- The delegation process

Module 2:

Delegation Planning

- Potential tasks
- Delegation levels
- Identifying candidates to do the work
- Identifying what they need

Module 3:

Making the Delegation

- Delegation meetings
- Task description

Course Overview

- Module 4:** Follow-up
- Keys to success
 - Keeping track of what you've delegated
- Module 5:** Avoiding common pitfalls
- Common mistakes
 - Practice dealing with them
- Module 6:** Critical success factors
- Checklist to make sure you've covered all the bases.
- Module 7:** Getting Started
- Taking sensible first steps
 - Dealing with staff resistance
 - Personal action plan
- Participant Manual:** The workshop also includes a Participant Manual. It serves as a repository for the program's handouts and also includes a series of job aids that help the participant apply what they've learned back at work.

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Delegating for Results

How to Delegate Effectively so Work Gets
Done

Learning Objectives

- Understanding of the necessary ingredients for a successful delegation.
- Understanding of the types of tasks you can delegate and to whom.
- Understanding of the various levels of delegation and when to use each.
- Understanding of how to effectively plan a delegation.
- Understanding of how to hold an effective delegation meeting

Learning Objectives – Cont.

- Understanding of how to conduct the appropriate amount of follow-up
- Chance to practice what you've learned.

Topics

- Why Delegate?
- Signs you not delegating enough
- Why people resist delegating
- What kind of tasks can I delegate?
- Successful Delegations – Key traits
- The Delegation Process
- Delegation Planning

Topics – Cont.

- Delegation Meetings
- Conducting follow-up
- Avoiding common pitfalls
- Critical success factors checklist
- Getting started
- Practice

The Basics

Why Delegate?
What makes delegations successful?
The Delegation Process

Why Delegate?

- Projects you're responsible for involve too much for you to do alone.
- You can accomplish more
- You can concentrate your efforts on your most critical tasks and things you do best.
- It helps develop the capabilities of your staff.

Why People Resist Delegating

- Fear of loss of control
- Don't feel that staff has ability to do the work
- Tried to delegate before but it didn't work out
- Staff resists idea of taking on more work

The Delegation Process

- Consists of 3 Phases
 - Phase 1: Planning
 - Phase 2: Making the Delegation
 - Phase 3: Follow-up

Delegation Planning

Potential tasks
Delegation levels
Identifying Candidates to do the work
Identifying what they need

Making the Delegation

Delegation Meetings
Task Description

Follow-up

Keys to Success
Keeping Track of What You've Delegated



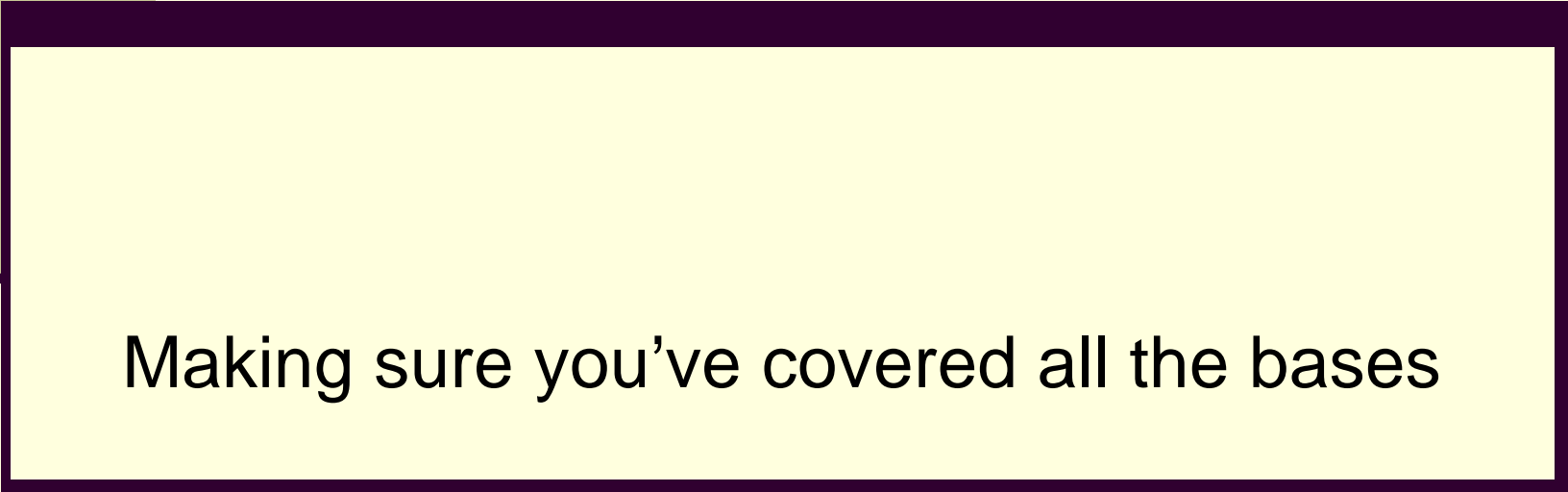
Avoiding Common Pitfalls



Common Mistakes



Checklist of Critical Success Factors

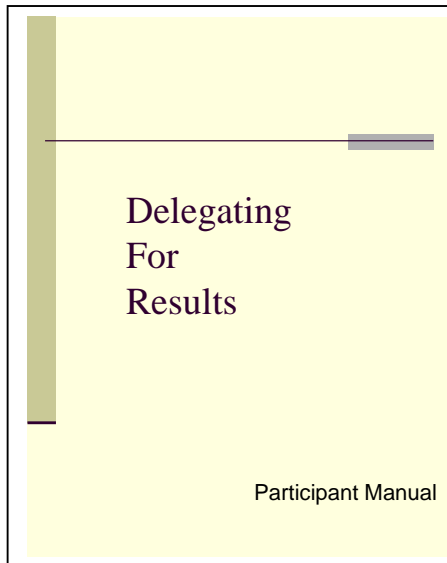


Making sure you've covered all the bases

Getting Started

Taking sensible first steps
Dealing with staff resistance
Personal action plan

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Introduction

Course Slide Handouts

Exercises

Personal Action Plan

Application Guide

Notes