

Delegating Effectively

Delegation is one of the most important, yet sometimes most difficult things managers do. Effective delegation separates a great manager from a good one. Delegation is another term for resource allocation, and when done well, enhances effectiveness and productivity. It is also an incredible tool that increases the effectiveness and job satisfaction of subordinates.

There are many reasons for poor or no delegation. The most common are listed below:

- Delegation can be uncomfortable – letting go is often threatening.
- Some managers prefer to do things the way they always have – they trust only themselves.
- Managers often believe they can do it faster and better themselves - they don't want to take the time to teach or monitor someone else.
- Some managers, either consciously or unconsciously, are afraid they will lose power and prestige if they delegate.
- Many managers are afraid that their subordinates will not do a good job and it will reflect poorly on their leadership.

Delegation requires a manager to integrate many skills to be successful – it is not merely handing some work to someone else. Some of the individual skills of delegation are resource allocation planning, questioning, teaching, coaching, monitoring, supporting and evaluating. Actually, delegation can be considered a management style that allows staff to use and develop their skills and knowledge in a way that encourages them to reach their full potential. When a manager does not delegate appropriately the full value that the staff brings to the workplace is lost.

Objectives of the Module

- Class 1:** Understand the full meaning of delegation.
- Class 2:** Examine one's own delegation skills.
- Class 3:** Learn a model of delegation.
- Class 4:** Achieve intended results through delegation.

As in all our courses, each class will include a case study as well as personal assessments and applications. Discover how delegation can be a powerful model for managing and growing as a leader. Register today!