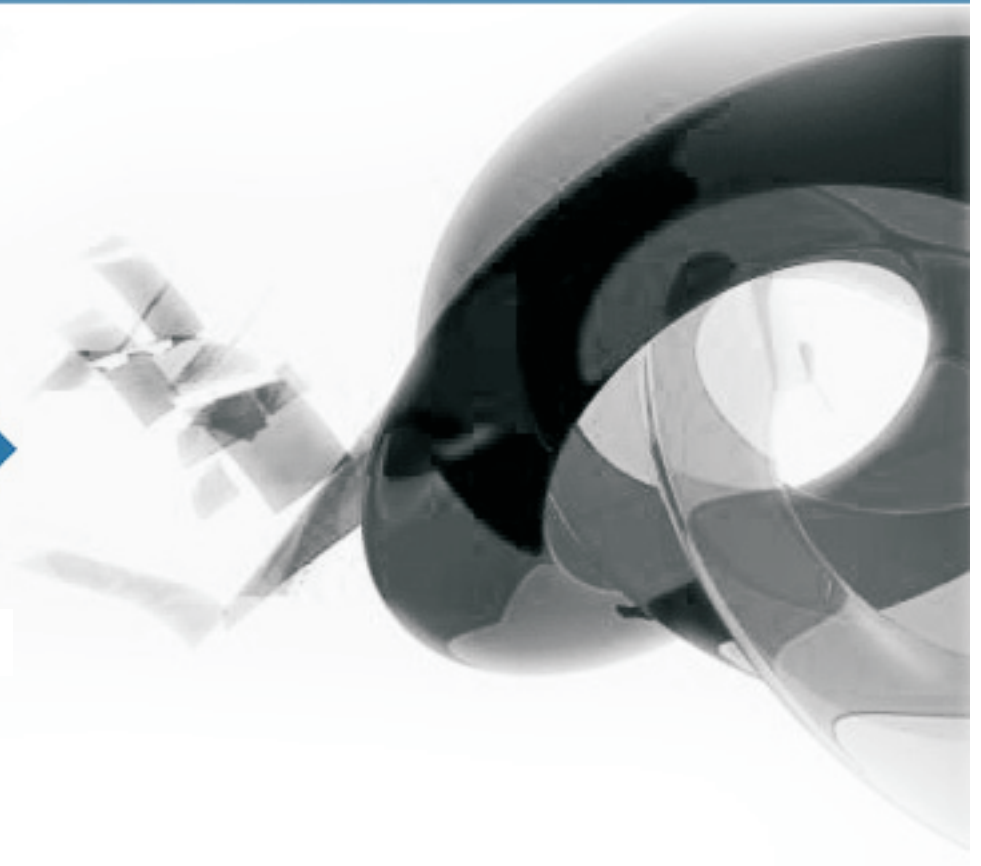


# Delegation

Program Outline



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## Overview

### Pre-Assignment: A Case Study: Margaret

## Learning Objectives

- At the conclusion of this workshop, participants will be expected to:
- Clearly identify how delegation fits into your job and how it can make you more successful.
- Identify opportunities within the scope of your authority for delegating effectively to others.
- Identify the criteria for fair and responsible delegation to all employees
- Develop a technique for defining expectations
- Recognize common delegation pitfalls and how to avoid them.
- Provide opportunities to test your delegation skills.

## Curriculum Outline

### Introductions/Objectives/Agenda

### Advantages and Disadvantages of Delegation

- Self-Assessment
- Definitions

### When and How to Share the Load

- Pre-Assign: Case Study
- When to Delegate and When to Do It Yourself
- Picking the Right Person for the Job
- The Delegation Meeting

- Defining Expectations
- Describing the End Result and the Measures
- Directing the Performer
- Turning a Task into a Challenge

### Communication Skills

- Check for Understanding
- Uncover Concerns

### Potential Delegation Problems

### Monitoring Delegation



Characteristics of an Effective Delegator  
Delegation  
Checklist  
Review Personal Action Plan  
Evaluations