

Course Syllabus

Course Title: Delegating Effectively

Course Description:

This course will help you understand the importance of effective delegation as well as the problems associated with the lack of delegating. You will learn how to use delegation as a powerful motivational tool, specify team member's responsibility for a delegated task, establish a team member's authority for the task with those affected and improve overall team participation.

Course Objectives:

1. Understand the importance of effective delegation as well as the problems associated with the lack of delegating or delegating poorly
2. Communicate both the need for and the "why" of every delegated assignment and tasks
3. Use delegation as a powerful motivational tool
4. Use delegation to improve your team members' skills and expand their horizons on the job
5. Encourage team member participation and involvement through proper delegating methods
6. Develop a plan to monitor progress through feedback and review

Lesson Plan – by week or session

Session 1: Introductions and syllabus. Student Data Forms.

Awareness inventory. Why delegating is important?

How to become an effective delegator. Delegation exercise.

Ensuring effective delegation.

Session 2: How to delegate. Exercise in job specific practice.

Delegating effectively: self-assessment profile

Session 3: Trouble shooting guide. Special issues.

Session 4: Barriers to delegation. Reverse Delegation.

Delegating effectively.

Student Evaluation of Instruction