

effective delegation

fmi course number: ML05

Duration
1 day

.....course overview

This course explores how managers and leaders can best delegate effectively to achieve high performance and productivity from their team members.

Strategies and skills for planning delegation, carrying out the delegation, managing performance or the delegate are developed in this practical workshop.

The techniques to match the task to the delegate's capabilities are identified. Practical guidelines in carrying out the delegation are given and practised. Useful strategies for monitoring and measuring delegate's performance are identified.



.....key content

- Establishing delegation goals
- Matching people's capabilities to the delegation tasks
- Preparation for delegation
- Carrying out the delegation
- Managing and monitoring delegate's performance
- Giving feedback for improved delegate performance

.....what objectives can I achieve?

1. Set delegation goals
2. Match people's capabilities to the delegation tasks
3. Prepare for the delegation
4. Carry out the delegation
5. Monitor and measure performance and give feedback

Who this course is useful for

All managers or leaders who want to improve the delegated performance of their team members.

Client Feedback

"(I) didn't think I needed today...until I arrived! Many thanks for the boost of confidence" L. Venturoni – Knockout Media

Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

Assessment

There is no formal assessment in this course

Dates and locations

Course Dates: Sydney
For dates please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Time: 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

Fees

For fees please see FMI Public Course Calendar at www.frontlinemanagementinstitute.com.au

Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:
fmi@managementcando.com

Contact frontline management institute

Email: fmi@managementcando.com

Web: www.frontlinemanagementinstitute.com.au

Phone +612 9660 0199

Location & Post
Frontline Management Institute
459 Harris St
Ultimo NSW 2007
Australia

