

# DELEGATION AND ASSIGNING WORK COURSE

"The first rule of management is delegation. Don't try and do everything yourself because you can't."

Anthea Turner



## OVERVIEW

This course shows how to delegate tasks and assign work effectively so that the results wanted are achieved.

Delegation and assigning work is the ability to pass responsibility for the effective completion of a task, whether simple or complex, to someone else. To be able to effectively delegate and assign work you must clearly define the task or project and select an appropriate person or team to complete the work. You should be confident that they have the capabilities, resources and appropriate briefing to enable them to complete the task. Delegation is a crucial skill for those who take on responsibility for leading others.

## WHO IS THIS COURSE SUITABLE FOR?

This course is designed for anyone who wants to improve their delegation skills.

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## COURSE CONTENT

SESSION	KEY LEARNING CONTENT
<b>Delegation</b>	<ul style="list-style-type: none"><li>- Establish delegation goals</li><li>- Match people's capabilities to delegation tasks</li><li>- Prepare for delegation</li><li>- Carry out delegation effectively</li></ul>
<b>Delegation practical application</b>	<ul style="list-style-type: none"><li>- Practical exercises in delegation</li></ul>
<b>Monitor performance</b>	<ul style="list-style-type: none"><li>- Manage and monitor delegate's performance</li><li>- Give feedback for improved delegate performance</li></ul>

### GROUP DELIVERY OPTIONS:

- 1 day face to face OR
- 4 x 90 sessions delivered via Zoom or other video platform

### INDIVIDUAL DELIVERY OPTIONS:

- This course is available as a course by coaching.  
Contact FMI for more details

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## HOW THIS COURSE DRIVES RESULTS

- Free up managers' time to focus on work that drives performance
- Embed delegation processes so that work that is delegated is clearly communicated and completed to a satisfactory standard
- Reduce stress and frustration associated with poor delegation

## CUSTOMISED COURSES

FMI is able to design a bespoke training course specifically for your organisation.

FMI's team has extensive experience designing courses and programs for clients across a range of industries and for a range of purposes.



FMI can develop workshops, course materials and activities that are designed to meet your objectives. In addition to tailoring content, FMI can design assessment tools and projects.

These programs can be aligned with role descriptions, performance management systems, capability frameworks and other key learning and development standards and programs that the organisation has in place.

FMI is able to customise the program so that it can be presented as an in-house program with your organisation's branding and specific content such as a graduate entry program. Programs can be delivered by FMI or by someone from within your organisation.

FMI can provide capability overviews for each of the modules for your review. Please contact FMI to discuss which modules are appropriate for your management teams

## MORE INFORMATION

Reading an overview is often not enough to make a decision about whether that course or program is suitable for you, your team or organisation. Please contact us to discuss your specific challenges, development needs and strategic initiatives. We can advise you on suitable learning and development solutions, even if it includes courses, programs or services not included in our catalogue.

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## ABOUT FMI

The Frontline Management Institute (FMI) uses a practical, work based approach to deliver high quality, engaging and flexible management training and coaching that drives results for managers, their teams and their organisations.

With over 20 years' experience designing and delivering, FMI has helped thousands of managers and leaders to raise their standard of work whilst also ensuring organisations achieve a healthy return on investment. We have worked across many sectors including construction, infrastructure, resources, energy, community, health, consumer products and services, government and public services, financial services, technology, media and communications, transport and logistics. We work with people across a range of levels of experience and seniority including:

- Managers and leaders
- Frontline managers
- Team leaders and supervisors
- New managers
- New supervisors and team leaders
- Teams and team members

## ENQUIRIES AND BOOKINGS

For more information please contact our friendly team and we will be happy to discuss with you.

Phone: +61 2 9660 0199

Email: [fmi@fmi-au.com](mailto:fmi@fmi-au.com)



### Delegation and assigning work short course

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