Delegation with Accountability
Let it go and what comes   will be even better!

Program Overview

The acquisition of effective delegation skills allows managers and supervisors to utilize their time for more vital tasks. These skills can also help improve the process of coaching and guiding subordinates to become more accountable for the tasks assigned to them. Participants of this workshop learn that mastering the art of delegation can allow everyone to become highly productive and more efficient in their job responsibilities. This workshop also includes instruction on how to know when it is the right time to delegate and how to select the right person for the job.

Modules

1. What is Delegation
2. When to Delegate
3. Learning how to Trust Others to do the Job
4. Choosing and Training the Right Person
5. Evaluting Results

Target Audience
Managers, Supervisors, Executives, Administrators and all who aim to manage others - Please note that this program can be tailored to meet the specific needs of the audience or organization.

Length of Presentation
1 or 2 day workshops

Goals and Expectations

To improve the delegation skills of participants and help them better identify situations in which delegation is appropriate: knowing the who, what, when, and how of delegation will improve the performance of all involved parties. Participants learn the techniques of effective delegation, apply delegation skills for improved productivity and operation, develop better time management plans, and motivate and teach others to accept and accomplish their responsibilities.

Thumbnail Speaker Biography

• CEO of non-profit and for-profit organizations
• Professor of Group Dynamics
• Entrepreneur
• 2007-2008 Kutztown University Frederick Douglass Scholar

Handouts, Activities and Q&A Session
Provided by Speaker

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