

Department of Corporate Training

Delegation Skills

This training class is designed to help supervisors better manage their time by delegating certain responsibilities with ease and confidence. By properly delegating assignments, supervisors will be able to spend more time on developing their staff, which will help to increase the productivity and quality within the environments.

- Delegate-able Tasks
 - Research
 - Benchmarking
 - Facilitate a Meeting
 - Manage Complaints
 - Proposal Writing
- Facing Fears Head-on
 - Loss of Control
 - Fear of Replacement
 - Time Spent on Training
- Delegation Fundamentals
 - Match Task to Person
 - Focus on "What" Not "How"
 - Define Expectations
 - Monitor Progress
- Delegating to Teams of Two
 - Tell, Demonstrate, Delegate
 - Capitalize on Strengths
 - Schedule Progress Meetings
 - Evaluate Project and Learning

Learning Outcomes:

At the end of this class, attendees will identify tasks that can be delegated and learn why supervisors fail to delegate. They will also learn how to delegate using basic delegation strategies and how to delegate to teams of two.

Please call for Dates and Cost.

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The College's Equity Officer/ADA and Title IX Coordinator is:

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