



**Course Title:** *Delegating for Shared Success*

### **Course Description**

Delegating tasks and projects is a signature supervisory skill. Supervisors and Managers who delegate effectively gain time for other key aspects of their role, such as planning, removing performance barriers and making process improvements. This course will give you the equation that adds up to delegation success: thorough planning, clear communication and effective follow through.

### **Learning Objectives**

In this course, you will learn how to:

- Complete a thorough planning process before delegating projects or tasks.
- Conduct the conversation with the employee(s) the task or project is delegated to set them up for success.
  - Included in the conversation are the following elements:
    - Why the task is being delegated
    - Why the employee(s) were selected
    - Expectations for the task
    - Define success for the task
    - Identifying needed tools and resources
    - Confirming understanding and commitment
- Follow up to ensure that the employee(s) are successful, including setting up check in points.

**Open to:** Lead Workers, Professionals, Supervisors and Above

**Competencies Addressed:** Coaching, Problem Solving and Decision Making and Team Building

**Course Length:** Four Hours