

## Delegation Skills

*Kuala Lumpur (Malaysia)*

*14 - 18 April 2025*

UK Training

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## Delegation Skills

Code: LM28 From: 14 - 18 April 2025 City: Kuala Lumpur (Malaysia) Fees: 3900 Pound

### Introduction

Delegation skills refer to the art of assigning tasks, responsibilities, and authority to others while retaining accountability. It's a fundamental management and leadership competency that empowers teams, enhances efficiency, and fosters individual growth. Effective delegation involves a strategic balance between entrusting team members with autonomy and providing support when needed, ultimately contributing to a more productive and harmonious work environment.

### Course Objectives

- **Develop Delegation Competence:** Equip participants with the knowledge and tools necessary to delegate tasks effectively.
- **Enhance Leadership Skills:** Strengthen leadership abilities through better delegation practices.
- **Improve Team Performance:** Enable participants to empower their teams and boost overall performance.
- **Reduce Micromangement:** Learn how to avoid micromangement and foster a more autonomous and engaged workforce.
- **Foster a Culture of Accountability:** Instill a sense of responsibility and accountability in team members through delegation.

### Course Outlines

#### Day 1

##### Foundations of Delegation

- **Understanding the Delegation Process:** The steps involved in successful delegation.
- **Benefits and Risks:** Exploring the pros and cons of delegation.
- **Delegation vs. Abdication:** Recognizing the difference between delegation and simply passing off tasks.
- **The Delegation Mindset:** Developing the right attitude for effective delegation.
- **Interactive Workshop:** Role-play and group discussions on delegation scenarios.

#### Day 2

##### Delegation Tools and Techniques

- **Delegation Styles:** Identifying different delegation styles and their suitability in various situations.
- **SMART Criteria:** Using Specific, Measurable, Achievable, Relevant, and Time-bound criteria for task delegation.
- **Delegation Guidelines:** Best practices and guidelines for assigning tasks.
- **Delegation Skills Assessment:** Self-assessment to evaluate your delegation skills.

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- Case Studies: Analyzing real-world examples of successful delegation.

### Day 3

#### Selecting and Preparing for Delegation

- Task Analysis: Determining which tasks to delegate and which to retain.
- Identifying the Right Team Members: Matching tasks with the skills and capabilities of team members.
- Effective Briefing: How to prepare and communicate task assignments.
- Setting Clear Expectations: Establishing goals, deadlines, and desired outcomes.
- Practical Exercises: Task selection and role-play for effective delegation.

### Day 4

#### Monitoring and Support

- Monitoring Progress: Strategies for tracking delegated tasks without micromanaging.
- Providing Support: Recognizing when team members require assistance and how to offer it.
- Handling Challenges: Dealing with issues, obstacles, and potential setbacks.
- Feedback and Recognition: Giving constructive feedback and acknowledging achievements.
- Case Studies: Dealing with delegation challenges and overcoming them.

### Day 5

#### Evaluation and Continuous Improvement

- Assessing Delegation Outcomes: Evaluating the results of delegated tasks.
- Learning from Experience: Reflecting on successes and failures for ongoing improvement.
- Building a Delegation Plan: Crafting a personal delegation plan for future use.
- Delegation in Leadership: Applying delegation skills to leadership roles.
- Graduation and Certification: Awarding certificates to course participants.

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