



ARIVU
Empower • Innovate • Perform

Effective Delegation (1-day)

This introductory course is suitable for all supervisors, team leaders and managers who need to boost their delegation skills to improve the efficiency of their teams.

Sometimes we become control freaks and are less willing to let go of the tasks that we've always done or are really good at. Sometimes we do not delegate because we believe that we do not have the right people to delegate to, either because they do not possess the same level of skills as you do, or that they are reluctant to take on the tasks.

This enlightening one-day course will give you the confidence to let go of tasks without losing control and give you the skills to use delegation as a motivational tool to increase performance and for you to have a better work-life balance.

If you require any specific leadership and management skills to suit your specific needs, then we can tailor-make the training just for you. Just call us on our number for a chat.

What you can expect to gain:

Introduction to Delegation

- Why delegate?
- What does delegation mean?
- What cannot be delegated and why?

The Advantages and Disadvantages of Delegation

- The difference between delegation and 'dumping'
- What happens when delegation goes wrong

Delegation at Work – a Practical Approach

- Delegating tasks to your team – a planned approach
- Setting targets and measuring performance
- Evaluating the effectiveness of your delegation style

Breaking Down the Barriers to Delegation

- Matching your delegation style to suit individuals
- Learning how to trust and give respect
- Understanding delegates' expectations
- Maintaining team member's self-esteem; the delegation process

www.arivu.co.uk

Innovative & Impactful Coaching & Consulting Services
To Transform Your Business



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Where Do You and Your Staff Want to Be?

- Developing your staff and yourself in tandem
- The benefits of smart delegation decisions
- Planning - the map to your destination

Delegation and Team Efficiency

- Monitoring your team's time effectiveness
- Time as currency - spend it wisely, spend it well
- Benefits of delegation for the manager

What others have said about these courses:

“It's made me a better manager and leader and I now have more time to do the things that need more of my attention rather than get bogged down with menial tasks that I used to do. I now get home earlier than normal, knowing that I can count on my team to get the job done.”

- Laura Adams, Simplicity Media

To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767 or email us at info@arivu.co.uk**

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