

## Workshop Overview

Being able to let go and delegate tasks to others can be one of the hardest managerial responsibilities. The temptation is just to do it yourself - after all you're likely to do a much better and quicker job. Let's face it, it's going to take more time than it is worth to explain to someone else how to tackle the task.

This all too common view only leads to disaster - lack of delegation will lead to you slowly drowning in work. Tasks will become half-finished or poorly executed and you will end up with a disgruntled and demotivated team who are crying out to take on more responsibility.

When it comes to delegating tasks or projects to others, there are some key stages needed to achieve the desired results whilst developing and motivating the people around you.

## Who is it for?

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

Delivery is through a mixture of methods and involves delegates working in group exercises and discussions. Training is practical and interactive.

## Aims & Objectives:

This one-day workshop has been designed to 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

Summary of the workshop includes:

- Introduction to delegation
- Improve productivity and efficiency through delegation
- Using the strengths of your team
- Assessing the risks of delegation
- The advantages and disadvantages of delegation
- Delegation at work – a practical approach
- Breaking down the barriers to delegation
- Where do you and your staff want to be?
- Delegation and team efficiency
- Retaining motivated staff
- Personal development

\*\*This workshop can be fully customised to an organisation's needs and specific requirements

*Our training sessions can be delivered on-site or in our training facilities.*

*Each learner will receive a certificate of attendance and course packs to take away.*

For more details and booking please **CONTACT US**

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Learning Additional & New Employment Skills

