

Effective Delegation



*New Directions in
Management and
Supervisory Training*

What Is ED?

Effective Delegation (ED) is a half-day workshop which presents a flexible approach for managers to get work accomplished through others. ED presents the causes of ineffective delegation and demonstrates the development of strategies that will ensure the success of every delegated task.

Who Should Attend ED?

ED is beneficial for managers at all levels of an organization who want to improve their ability to get work done through others. Most managers are aware of the need for delegation, but few feel at ease with or know how to effectively perform the task itself. By attending ED, managers grow comfortable with the process of delegation and learn to use it as a powerful means of achieving their own goals as well as the company's.

Topic Areas Covered in ED

- ◆ Definition of Delegation
- ◆ Rationale for Delegating - thirteen reasons why managers fail to delegate
- ◆ Dumping vs. Delegating
- ◆ The Delegation Process - planning and implementing
- ◆ Ensuring Success - monitoring and feedback
- ◆ Applications - the Delegation Contract

What Are the Outcomes of ED?

At the conclusion of ED, participants will be able to do the following:

- ◆ Understand the importance of delegating
- ◆ Understand the drawbacks of not delegating
- ◆ Develop personal strategies for delegation
- ◆ Understand and use the delegation process

During the workshop, text readings are used as the foundation for group discussion. Application of processes and strategic skills are achieved through role plays and structured exercises.

About New Haven Consulting Group, Inc.

New Haven Consulting Group, Inc. is a full-service training company specializing in sales, service, management and compliance training. For more information regarding ED and all other NHCG, Inc. products or services, contact us at (203) 926-1526 or by E-mail at info@nhcg.com.