

Delegation for Performance and Productivity

The only programme you need to double your performance – master delegation and forget about time management.

“**Exceeded expectations** and provided many tools to improve delegation techniques, interaction and good fun. We have already seen improvements in behaviours. The participants have stopped believing they are the only ones capable of doing a great job - leading to improved efficiency. We have now embarked on a roll out programme for all our leaders.”

Mark Thompson
Managing Partner, Ryder Architecture

Executive Summary of Programme

Some managers can't let go and try to do everything themselves while others dump all tasks on their staff. Frequently managers don't trust those they are delegating to and question competence, attitude and whether they have the right people. All this leads to an ever increasing workload and a decline in performance, productivity and morale.

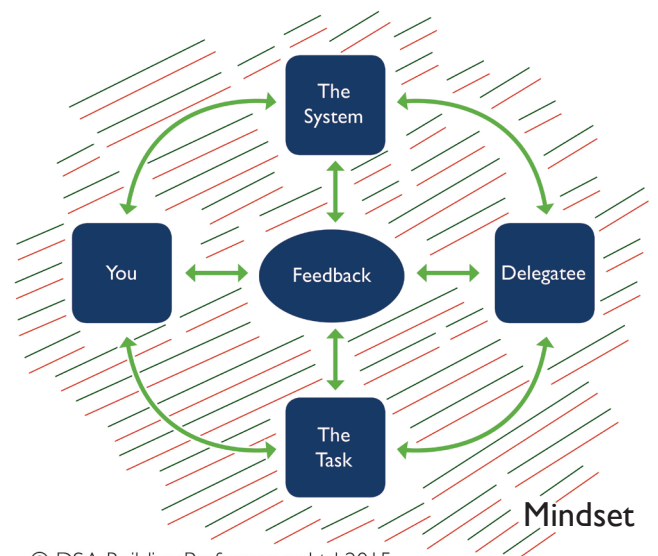
Delegation is often seen as a linear interaction between two people - “I delegate this to you, you go and get it done and it's as simple as that”. This may work for basic tasks though it is more complex for assignments involving several people or that have a degree of difficulty.

In the face of this complexity some managers say “it’s easier to do it myself” - this is a severely limiting approach for all concerned and for business results.

Delegation for Performance and Productivity enables managers to explore tools and develop approaches they can use straight away to delegate more effectively and in doing so transform their own performance and the productivity of their people.

In a very practical way the programme looks at the interplay between the delegator and delegatee, the task being delegated, the system in which all this takes place, and the importance of feedback between these elements.

It is aimed at leaders who want to be liberated to make their unique contribution and who want the best from their people so together they are delivering remarkable business results.



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Four half day modules with homework, practice and prep in between.



You	Delegatee	Task	System
Introduction	Mindset	Review effectiveness of feedback and delegation	Review effectiveness of feedback and delegation
Defining delegation and meaning	What needs to be delegated and to who	Objective setting, well formed results	Outside influences, the system
Need, purpose, expectation	Trustworthiness	Managing conversations by Requests and Promises	Measuring progress – The Gap
Self assessment	Giving feedback	Identifying at least two delegations	Your delegation action plan
Preview of Programme	Identifying at least two delegations	Identifying at least two delegations	Way forward
Unique Ability			
Preview session 2	Preview session 3	Preview session 4	Reflections on delegation and the Programme

Minimum Expected Outcomes

Participants' learning and development

- Discover their Unique Ability
- Why delegation is complex and the implications
- What to delegate to increase performance and productivity
- How to delegate effectively
- How to give feedback that strengthens trust and delivery
- Personal delegation improvement action plan

Benefits to organisations

- Leaders who are re-positioned to play to their strengths with time to think.
- Leaders who model delegation
- Improved leadership, more focused and motivated people
- Enhanced business effectiveness and results.

www.delegate4results.com

DSA Building Performance Ltd
Innovator House
Silverbriar
Sunderland
SR5 2TP
0191 516 6678
Email: dave@dsabuilding.co.uk

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