

Delegation Skills for Managers

DURATION: 2 HOURS

Effective delegation and feedback practices mean a more efficient, productive and harmonious workplace. It is something we have to do every day but rarely consider how effectively we do it.

Good delegation is the enabling device for any successful leveraged business model and the foundation for a culture of learning. This course has been designed specifically for managers and is mindful of the pressures and difficulties of sustaining a profitable business.

Course participants are challenged to critically analyse their own delegation and feedback practices and are provided with tools to work in a more effective and planned manner.

Delegation is taught as a cycle of planning, communicating, reviewing, feeding back and reflecting on the way forward. Practical strategies for each component of that cycle are discussed as well as pressure points.

The delegation cycle is looked at from both a short-term matter management perspective but also as a longer-term device critical to the mentoring of junior staff.

Learning outcomes from this two-hour course include a better understanding of:

- Behaviours of effective and ineffective delegators
- Impediments to good delegation
- Effectively communicating tasks and context
- Ways of establishing a meaningful review processes
- Delegation as a mentoring and coaching device
- Techniques to give feedback effectively

DELEGATION SKILLS CLIENTS INCLUDE

King & Wood Mallesons, Herbert Smith Freehills, Clayton Utz, Corrs Chambers Westgarth, Holding Redlich, Allen & Overy, ASIC and Law Institute of Victoria

ABOUT THE PRESENTER – BEN RICHARDS

For 16 years, Ben Richards has trained with many of Australia and Asia's leading professional services firms. He has thousands of hours of facilitation experience with senior managers and has been designing and delivering delegation and feedback skills workshops for much of that time.

