

Delegation: achieving results through others

Delegation is about achieving through other people what you can't achieve by yourself. Not everyone is a natural delegator though. Some of us struggle to let go and others pass off responsibility too easily. It's an important management skill; smoothly handing over responsibility while retaining accountability. Done properly, it frees up the time we need to focus on our main objectives – but it's not just about us. Delegating the right work at the right time also means empowering team members by showing faith in their capabilities.

Description

Whether you're a new or experienced manager, this topic will show you how to delegate effectively. You'll consider the importance of trust within what is essentially a contract between manager and team member. You'll be introduced to tips and techniques for ensuring that work is done on time, in budget and to the required standard. In addition, you'll learn how you can best support people who are working on a project you've delegated to them.

What does it involve?

This topic features six online activities, followed by a 3.5-hour workshop. The pre-workshop activity includes 2 self-assessment tasks, establishing what sort of delegator you are and what opportunities for delegation exist within your team. The remaining online tutorials introduce you to the theory, behaviours and frameworks behind effective delegation.

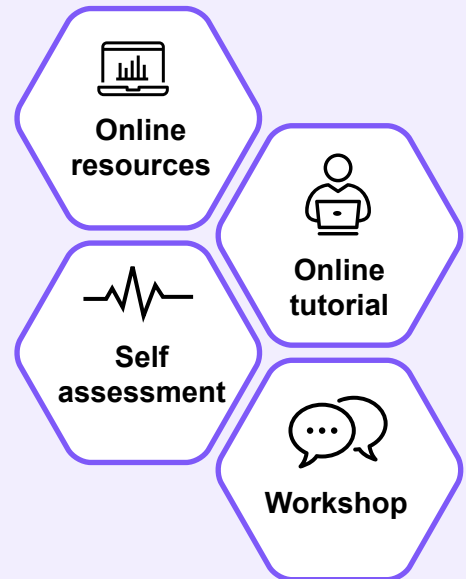
The workshop provides a chance to discuss what you have learned and to practise your delegation techniques. You'll be able to use the experiences and feedback of your peers to consider how to approach the delegation challenges you're facing. One further reflective task follows, in which you will assess your delegation strengths and weaknesses with your line manager, a peer and someone you manage.

You can also choose to do this topic in a [digital-only](#) format. This comprises a series of online learning activities alongside practical exercises for you to complete in the workplace.

What's the outcome?

Becoming a better delegator will let you allocate work in a way that makes best use of available resources. You'll understand what's appropriate to delegate and who to delegate to. By doing this, you'll develop the skills of the people around you, stretch their capabilities and confidence and help them to become more productive team members.

Learning activities



Delivery method:



Estimated learning time:

5 Hours

How to book

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