

How to



Effectively in 3 Simple Steps

'I know I should be delegating but where do I start?'
'I haven't the time to delegate; it's quicker to do it myself'
'I can't delegate because no one will do it as well as I will'
'My staff are too busy for me to delegate to them'

These are comments I hear from clients who want to improve their performance through delegating effectively.

I understand their pain and confusion. Delegation is one of the most misunderstood business skills. Most of us will have experienced delegation done poorly. For example being

- given a task to do without much time to do it, so we feel rushed and stressed.
- asked to do unpleasant tasks our manager doesn't want to do.
- given a task with very little information about what is required, so we don't know what's expected

Sound familiar?

Delegation done well is the mark of an effective manager. Seven out of 10 people leave their manager not their organisation (source Gallup). Much of this will be due to the manager's poor delegation.

When it is more important than ever to retain employees, being able to delegate effectively will pay back big dividends to you, your team and your organisation.

Benefits of effective delegation

- Using the organisations resources most effectively - tasks are done by those who should be doing them
- Having more time to focus on important, value added tasks
- Confidence from knowing you are focusing your time on what you are in the role to do
- Being seen as an effective manager – by your staff, colleagues and senior personnel
- Cost effective and relevant personal development of your team

How to Delegate Effectively in 3 Simple Steps – Online Programme

1. **Pre programme questionnaire and coaching session – to prepare you for the programme**
2. **Session 1 - You as a delegator** – understanding what helps and hinders your ability delegate to effectively
3. **Session 2 - The delegation process** – what delegation is and is not, the skills and behaviours required
4. **Session 3 - How to delegate effectively** – delegating the things you need to delegate AND keeping those you delegate to engage and positive.
5. **Post programme questionnaire and coaching session – to assist your continued development**

Included:

Each one hour session will include a workbook, practical resources, handouts and checklists. A five hour programme personalised to your own requirements.

Your investment is **£395 plus VAT** for the whole programme.

To learn more email Krista@thecredibilityexpert.co.uk or phone **07804 956007**