

Successful Delegation: Overview, Pre-work & Workbook

Welcome to Successful Delegation! This course will give you the confidence to let go of tasks without losing control and develop the skills to use delegation as a tool to increase motivation and performance of individuals and the entire team.

This course will support you to:

- ✓ Improve productivity, efficiency and performance through effective and planned delegation
- ✓ Identify the tasks that can be delegated within the context your work and your team
- ✓ Strengthen your ability to delegate more varied and demanding work
- ✓ Assess the risks of delegation and plan for different eventualities
- ✓ Provide appropriate feedback and encouragement to your team members

To be completed before the session

It is especially important that you complete the Pre-course learning **before** this workshop, so that we are able to focus our time on more specific content, group discussions and exercises.

Pre-course learning

1. Sign up for a [LinkedIn Learning account](#) and complete the '[Delegating Tasks](#)' course with Dorie Clark. Use the exercise files to support your learning. **(35 min)**
2. Complete the **5 steps** in the activity outlined in the section 1.3 '[What tasks should you delegate?](#)' **(15 min)**
3. Watch this **video** on the different levels of delegation: [How to Delegate Better with the 7 Delegation Levels](#) **(15 min)**
 - Consider the level of delegation you are currently using with some of your team members and colleagues. Who would you be able to move up a few levels with, and for which tasks? What would your **Delegation Board** look like?
4. **The day before the workshop**, write down 3 things on a piece of paper that you have to do in the coming week at work. Then write down 7 more things you have to do over the next 2-4 weeks. Watch this brief video on [Eisenhower's matrix of tasks](#).

Use of Zoom

Please ensure you have access to Zoom and check your microphone and camera are working before the session. We ask that, wherever possible, participants keep their camera turned on during the session. Please see below for the Zoom link.

Zoom link to access <https://zoom.us/j/97550316988>

If you log off at any point during the session please use this link to re-join.

Course workbook

You can find a copy of the interactive course workbook using the link below. Please have a copy available during the course.

<https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=63816>

Workshop Agenda	
9:30	Welcome and introductions Benefits and barriers to delegation
10:35	Short individual activity & break While taking a break, consider your projects and to do list for the next month. Identify at least one thing you can delegate (downwards, sideways or upwards), who you might delegate it to and any considerations for how you might delegate it.
10:50	6 degrees of delegation A method for effective delegation
11:35	Short individual activity & break Choose a real task you would like to delegate and prepare for a conversation together using the 'WORD to USE' method. Use the delegation plan in the workbook to help guide your thinking.
11:55	Delegation practice Delegation vs Empowerment
12:20	Review and close

Post-session Activities
<p>Continuing Professional Development Please see the 'Your continuing development' section of the workbook for on the job activities you can do to improve your delegation skills and confidence.</p> <p>Course Evaluation Your feedback on your experience of this course is really important to use. Please complete our short evaluation survey which you can access using this link: Evaluation and impact Staff Learning and Development StaffNet The University of Manchester</p>