

DELEGATING AND TASK MANAGEMENT



Personal Development Course

LEARNING OUTCOMES

- Recognise how effective delegation empowers others and strengthens team performance.
- Learn when, what, and to whom to delegate—and the common pitfalls to avoid.
- Master proven tips and techniques to make delegation a natural part of daily leadership.
- Understand how internal and external factors influence your planning and decision-making.
- Use delegation as a tool to schedule, organise, and prioritise work more effectively.
- Build confidence in making better-quality decisions by distributing tasks to the right people.
- Achieve a more balanced approach to managing professional responsibilities and personal demands.

COURSE OVERVIEW

This practical workshop gives managers, supervisors, and team leaders proven models, tools, and techniques to delegate with confidence. You'll learn how to share workloads effectively, empower and motivate your team, and build accountability so that tasks are delivered successfully.

Delegation done well not only lightens your workload, but also develops your team's skills, builds trust, and creates a stronger, more efficient workplace. By the end of this workshop, you'll have the confidence and clarity to apply effective delegation as a core leadership skill.

TOPICS COVERED IN THIS COURSE

Welcome and Objectives

Set the tone for the workshop by outlining aims, expectations, and the importance of delegation as a core leadership skill.

Understanding Delegation

Define what delegation really means, why it is essential for shared success, and how it fits within a rounded leadership style.

Core Skills for Delegation

Develop practical skills including clear communication, coaching, questioning techniques, and outcome-focused thinking to delegate with confidence.

Delegation in Action

Learn how to apply proven delegation models, avoid common pitfalls, and work towards safe empowerment while maintaining control.

Coaching to Support Delegation

Explore the link between coaching and delegation. Apply models such as GROW and funnel questioning to build accountability and develop team capability.

Practice and Application

Take part in a 'real play' delegation exercise to apply tools and techniques, gain feedback, and strengthen your confidence in real situations.

Driving Motivation and Performance

Set meaningful goals and use motivational strategies to empower individuals, encourage responsibility, and raise team performance.

Impact of Effective Delegation

Understand the wider benefits of delegation: improved organisational delivery, stronger team capability, better personal time management, and a healthier work-life balance.