

DELEGATING FOR SHARED SUCCESS



Management & Leadership Course

LEARNING OUTCOMES

- Understand the value of empowering others through delegation
- Understand when, who and how to delegate and the pitfalls to avoid
- Effectively apply the Top Tips & Techniques of daily delegation
- Recognise internal and external influences on their daily planning
- Understand how delegation can be used in scheduling and organising
- Develop the competence to make higher quality decisions as work is planned and more evenly distributed to the right people
- Develop a more balanced approach to work & personal life demands.

COURSE OVERVIEW

Delegating for Success equips line managers with practical tools and techniques to delegate effectively, empowering and developing their teams while freeing up time to focus on strategic priorities. Participants will explore proven delegation models, learn how to overcome the fear of losing control, and discover how to share workloads efficiently to drive results. This course is ideal for newly appointed team leaders and front-line managers who want to work more strategically, build trust in their teams, and achieve greater impact through effective delegation.

TOPICS COVERED IN THIS COURSE

Introduction and Objectives

Welcome participants, outline course aims and set expectations for learning outcomes.

Understanding Delegation

Explore what delegation is, its role in developing a culture of shared success, and how it fits into a rounded leadership style.

Delegation Skills Development

Practical sessions on clear communication, coaching, questioning techniques, and outcome-focused thinking to enhance delegation effectiveness.

Organisational Impact

Understand how effective delegation drives results: work completed on time and budget, improved planning, enhanced team capability, and raised morale across all levels.

Embedding Delegation Models

Learn to empower teams safely and achieve shared success through structured delegation approaches.

Embedding Coaching Models

Develop coaching skills using frameworks such as GROW, apply funnel questioning techniques, and undertake real-play delegation exercises.

Top Tips for Immediate Application

Quick, actionable strategies to support more effective delegation from day one.

Personal Impact

Develop transferable skills to improve individual and team performance, enhance planning and organisation, strengthen interpersonal skills, and achieve a more balanced approach to work and personal life.