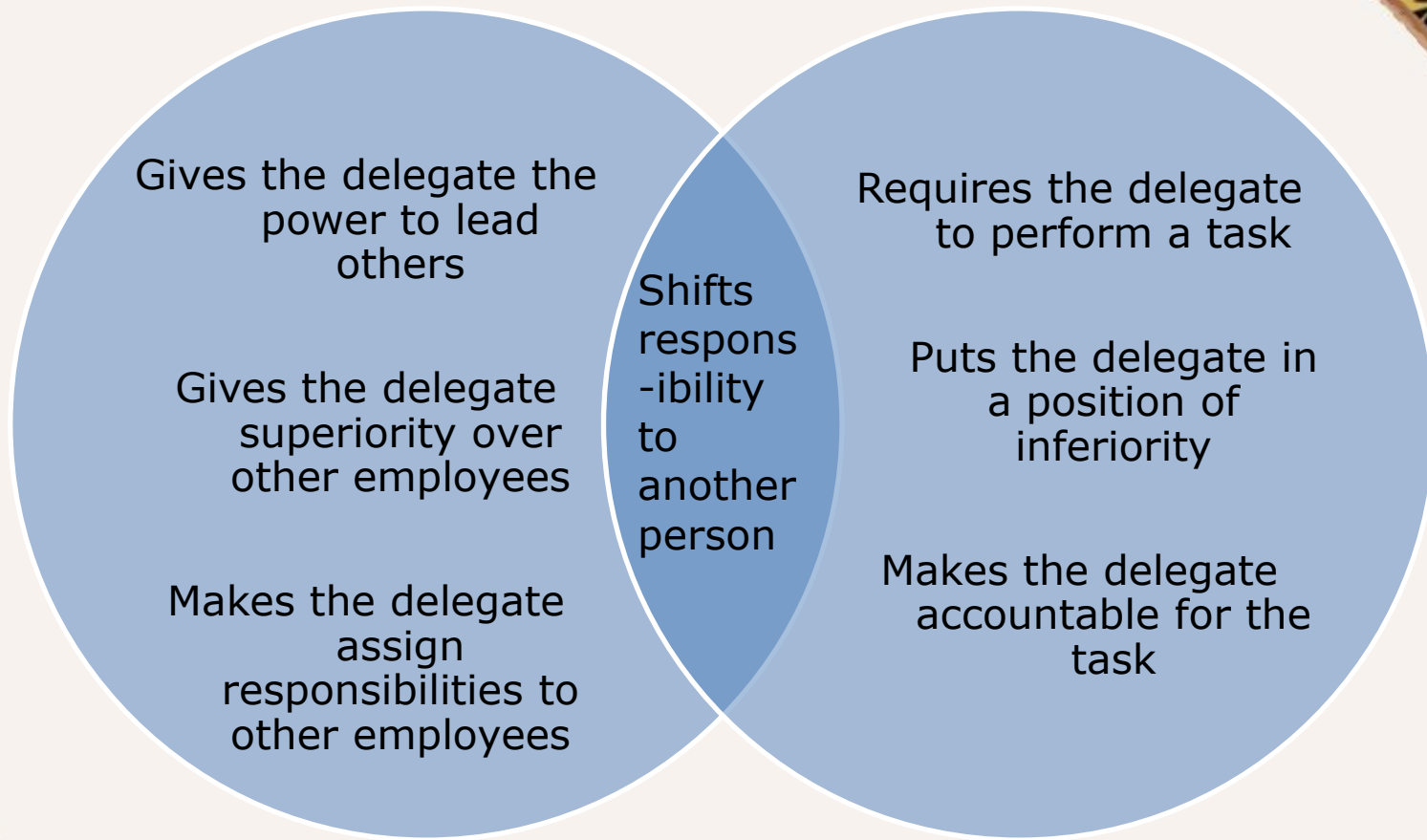




Delegation

Delegating Authority vs. Tasks



Program Objectives (1 of 3)

- ★ Understand the benefits of delegation.
- ★ Define delegation and identify its benefits and uses.
- ★ Explain the basic methods involved in successful delegation.
- ★ Explore the methods and techniques of delegation.
- ★ Explain how to overcome resistance to a delegated task.

Program Objectives (2 of 3)

- ★ Use two-way communication to improve the level of understanding.
- ★ Recognize the steps toward and skills needed for effective delegation.
- ★ Learn the key steps in the control process.
- ★ Explain how to utilize recognition, rewards, and sanctions.

Program Objectives (3 of 3)

- ★ Identify your own strengths and limitations in the process.
- ★ Form a plan of action to increase your use of delegation and the success of the task you delegate.
- ★ Practice delegating new tasks.

Another Definition

- ★ Delegation is the entrusting of authority, power and responsibility to another.

Successful Delegation

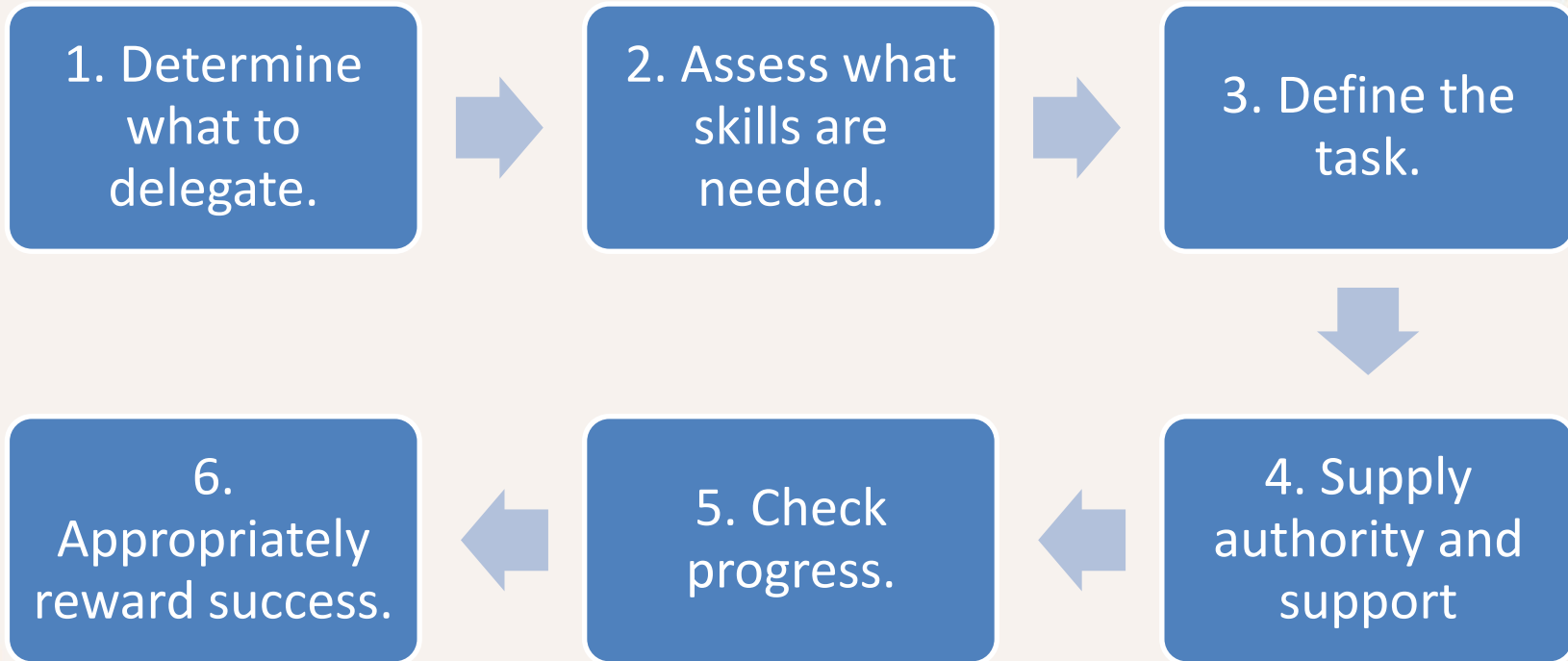
- ★ Makes work easier.
- ★ Improves efficiency.
- ★ Increases employee effectiveness.
- ★ Develops employees.
- ★ Ensures that the right people do the right jobs.

Employee Training

Cross Training Makes Employees More

- ★ Promotable.
- ★ Skilled.
- ★ Aware.
- ★ Valuable.

Review The Six Steps



Help!

Delegate
to get
help!



Is Clarity Essential?

- ★ Authority.
- ★ Responsibility.
- ★ Accountability.

Barriers to Delegating



Common Objections



Review The Six Steps



A close-up photograph of a middle-aged man with grey hair and glasses, wearing a dark suit jacket, a light-colored shirt, and a patterned tie. He is looking intently at a computer monitor which is partially visible on the right side of the frame. The background is blurred, showing another person's shoulder and a document. The overall scene suggests a professional or business setting.

Delegation vs. Discussion

Download "**Delegation**" PowerPoint presentation at **ReadySetPresent.com**

152 slides include: 12 do's and don't's, 12 points on benefits of delegation to managers and employees, the differences between delegating authority and tasks, five stages of delegation, 9 points on when to delegate and when not to delegate, 5 benefits of successful delegation, 7 points on the barriers to delegating, micromanagement, 5 reasons to delegate, a slide comparing mission and administrative work, 7 points on common objections, 5 points on misunderstandings, 4 tasks that can be delegated, 2 tasks that cannot be delegated, 3 tasks for the delegator, 3 categories of duties, 3 ways to analyze a situation, 13 questions to ask yourself before delegating, 14 points on effective delegation checklists, 5 points on checkpoints, 6 steps to effective delegation, 9 points on delegation opportunities, 7 points on crisis delegation, 8 points on benefits, 6 points on a model for realistic expectations, 5 points on flexibility, 10 points on delegating to different ranks, 9 points on benefits and payoffs, 6 points on delegation options, 4 points on selection considerations, 7 points on 5 communication ingredients, 8 points on completion checklists, 16 points on action steps, how to's and much more.

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