

Module #1 Getting More Done Through Delegation Leader Guide/Facilitation Notes

Anticipated Two Hour or Three Hour Seminar Time Schedule

- (20 Minutes) (20 Minutes) **Part 1: Introduction**
-”Our Survey Said!” Instant Assessment
-How Well Do I Delegate? (Quickie name)
- (30 Minutes) (30 Minutes) **Part 2: Assessing Yourself as a Delegator**
-Your Delegation Profile
-What has Gone Wrong in the Past?
- (20 Minutes) (20 Minutes) **Part 3: Delegation “Read and Discuss” Groups**
-An Overview of Delegation”
-Common Reasons for Not Delegating
-Authority + Responsibility = Accountability
-Discussion Questions:
-How well do the “common reasons for not delegating” presented in the reading capture your concerns about delegating?
-What are your reactions to the statement: “...a manager who does not delegate is not managing.”

- (10 Minutes) **Part 4: Communication is the Key**
NOTE: For a two hour seminar, seminar leader/facilitator will present a brief lecturette which will summarize the importance of communication as the foundation of effective delegation. Effective communication and therefore effective delegation includes the following steps: Giving Information, Obtaining Feedback and Ensuring Understanding.

(10 Minutes) **Break**

- (60 Minutes) NOTE: For a three hour seminar, seminar leader/facilitator will present a brief lecturette which will summarize the importance of communication as the foundation of effective delegation AND introduce interactive activities to reinforce concepts of: -Giving Information, Obtaining Feedback and Ensuring Understanding.

- (20 Minutes) (20 Minutes) **Eight Ingredients of Effective Delegation: A Checklist**
- | | |
|---------------|----------------------------|
| 1. Directions | 5. Deadline |
| 2. Rationale | 6. Feedback |
| 3. Outcomes | 7. Controls/follow-through |
| 4. Authority | 8. Support |

- (20 Minutes) (20 Minutes) **Part 5: Closing Activities (pick one of the two)**
-On-the-Job Delegators (guided imagery)
-Delegation Scrabble (fill-in-the-blanks)
-Completion of Evaluation Forms

(120 Minutes) (180 Minutes)