LIVE SEMINAR

Delegation Skills for Managers and Supervisors

THIS SEMINAR AT A GLANCE:

- Tap new people resources inside and outside the organization.
- Delegate tasks with confidence!
- Identify exactly what should and what should not be delegated.
- Build a “communications chain” that ensures everyone gets the information they need when they need it.
- Master the 7 main components of effective communication.
- Use the powerful “benefit” formula to motivate others.
- Understand the manager’s role and how delegation contributes to success.
- Recognize and avoid the 4 most common mistakes made in delegation.
- Determine and maintain work standards.
- Learn the step-by-step problem-solving action plan that eliminates delegation errors.

PRYOR Learning

Delegation Skills for Managers and Supervisors

SEMINAR SUMMARY

Do the supervisors and managers in your organization feel overwhelmed with too much work and not enough resources?

It's possible that they are overlooking a resource that is available to them with a little work and imagination: other people! While most managers and supervisors know they can't get it all done themselves, many have not learned the delegation skills they need to make this process work.

This is the seminar for them! It's a powerful and practical one-day seminar, and it will help your managers and supervisors learn how to:

- Give instructions that are understood the first time!
- Get consistent high performance on every delegated task.
- Identify and use everyone's strengths — instead of overloading the most capable subordinates.
- Choose the right person for the job — every time.
- Assess the most common barriers to delegation — and see if any apply to themselves

Who will benefit by attending?

All your managers and supervisors who want to gain control of their time, while maximizing staff productivity, quality and morale.

How we present this material:

Our on-site format encourages participants to share information. And because everyone is from your organization, the ideas they generate are relevant.

Your certified on-site trainer will also have special insights into their needs and will plan activities to make the information pertinent to all participants.

PROGRAM AGENDA

The Manager's Role and Delegation

- Review your primary objectives and goals — pinpoint your strongest and weakest points.
- Management accountability: How to shoulder responsibility for work performed by others — and be sure everyone understands the extent of their responsibility.
- What is real authority? Learn techniques to develop management authority versus management involvement.

The Delegation Advantage

- Find out how to allocate your time and energy resources more efficiently toward your management responsibilities.
- Use key practices to increase employee involvement — and make the delegation process easier for you and your employees.

Barriers to Effective Delegation

- Are you hindering your own progress? View 4 negative attitudes you must overcome in order to become a "delegating manager".
- Learn how to delegate efficiently when your employees are overloaded, without creating resentment and additional stress.
- Use unique time-saving tips for training and instruction of "delegates".

Planning that Guarantees Delegation Success

- A practical step-by-step system to determine what to delegate.
- Expand your resources by using consultants, temporaries and suppliers to greatest advantage!
- Give specific instructions that are not misinterpreted — save time and energy!
- 5 steps to take when employees disagree with you: resolve differences, reduce (employee) frustration and still get the work done your way.
- Harness the most overlooked communication skill: the art of listening.

Motivating and Coaching for Outstanding Results

- Use the powerful benefit formula to motivate even "difficult" employees.
- Discover 8 non-monetary rewards that motivate employees to do their best.
- Encourage independence: how to drive employees to become more self-sufficient and increase their decision-making ability.

Automatically Managing or Monitoring Delegated Work

- Use a dynamic quality-control program for delegated tasks and feel confident the work will be done the right way.
- Expert pointers to help you maintain control of delegated tasks and projects.

How to Troubleshoot and Spot Traps

- What to do when an employee "resists" your efforts to delegate.
- Ensure that work done by others meets your own high standards by determining and maintaining work standards.

Continuing Education *Pryor Learning, LLC (and its Fred Pryor Seminars and CareerTrack divisions) is an approved provider of credits through NASBA, HRCI, PMI® and SHRM. Visit our Please refer to the course description page for specific credit eligibility.* https://www.pryor.com/continuing-education/

Registration Information

Enroll Today!

Online: pryor.com

Phone: 1.800.780.8476

Email: customerservice@pryor.com

Additional information can be found in our FAQs:
https://www.pryor.com/faq/

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.

07-2025