

Delegating

Course Summary

The Delegating Program provides team leaders and managers with the tools necessary to develop messages that communicate the “what” and the “why” of every delegated task. Managers must focus on ensuring that an individual understands what is required for the project, which helps facilitate a successful result; the work is done correctly, and the individual gains a new experience that increases his/her confidence and responsibility.

Course Materials

Facilitator Guide

- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook

- Provides exercises, forms, skill practice aids and a video synopsis
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course’s skill points

Video

- Presents an introduction followed by a scenario depicting positive use of the program’s skill points
- Provides video segments that focus on modeling positive behavior for skill practices
- Offers scenarios for both office and industrial/other settings