

DELEGATION SKILLS FOR LEADERS

Course Code: 821667

This interactive training course will help you better understand how to prepare for and apply the steps to delegating effectively, in order to develop a team-driven culture.

Getting work done through others is a special challenge, but it is a skill that can be learned and mastered. The ability to thoughtfully delegate tasks involves four major functions: planning, organizing, motivating, and controlling. Delegation Skills for Leaders discusses each of these areas and more. As a supervisor or manager, you are responsible for the work of others, and taking the time to match tasks with employees' special skills and abilities is the key to your success. The act of delegating work also involves honing your interpersonal skills, being able to judge the readiness of an employee to take on a project, and the ability to instill confidence in that employee to get the job done. Finally, if you are having trouble entrusting others to perform specific tasks, the Delegation Skills for Leaders training course will help you become more comfortable in sharing responsibility and letting go of the "I-can-do-it-all-myself" mindset.

What You'll Learn

In the Delegation Skills for Leaders Training course, you will learn:

- How to stop doing and start managing
- Selecting the right person for the job
- Communicating the rationale and benefit
- Setting clear goals and expectations
- Delegating responsibility and authority
- Providing support, guidance and instructions
- Evaluating and recognizing performance

Who Needs to Attend

Managers, supervisors, project managers, and team leaders who have direct reports or who work in a team environment.

Prerequisites

To ensure your success, we recommend you first attend the following course, or have equivalent knowledge:

- Understanding Leadership Competencies

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VIRTUAL CLASSROOM LIVE

\$845 CAD

1 Day

Virtual Classroom Live Outline

Analyzing Personal Delegation Skills

- How Well Do I Delegate?
- Am I Employing the Right People?
- Developing Employees to Handle Complex Tasks
- Symptoms of Poor Delegation
- Common Barriers to Delegation
- Removing Obstacles to Delegation
- Dispelling Leadership Fears and Fallacies

Preparing to Delegate

- Analyzing Your Job
- Deciding What to Delegate
- Targeting Areas of Delegation
- Planning the Delegation
- Selecting the Right Person
- Criteria to Consider
- Delegating to Develop Employees
- Part 4: Carrying Out the Delegation
- Communicating the Delegation
- Getting the Results You Expect
- Six Levels of Authority
- Teaching Problem-Solving Techniques
- Following Through
- Solving Delegation Problems
- Delegator's Troubleshooting Guide
- Monitoring Progress to Ensure Success

Using Delegation for Managing Change

- Change Requires Smooth Transitions
- Understanding Resistance to Change
- Adjusting Your Approach
- Focusing Employee Efforts

Appendix

- Making Employee Commitment Possible
- Ten Traps to Avoid
- A Delegation Checklist
- Developing a Personal Action Plan

May 26 - 26, 2026 | 10:00 AM - 4:00 PM EDT

Jul 21 - 21, 2026 | 10:00 AM - 4:00 PM EDT

Sep 23 - 23, 2026 | 10:00 AM - 4:00 PM EDT

Nov 23 - 23, 2026 | 10:00 AM - 4:00 PM EST

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