

# Delegating and Empowering Managerial best practices

Hands-on course of 2 days - 14h

Ref.: DEL - Price 2024: €1 370 (excl. taxes)

Effectively delegating responsibilities will help increase a team's motivation, cohesion, and performance. This course will enable you to master all of its aspects. You'll learn how to empower and guide your employees and set up useful indicators to monitor their progress.

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Know the steps of the delegation process.
- Set individual goals.
- Lead a delegation meeting
- Implement progress indicators
- Support the delegation over time

## HANDS-ON WORK

Filmed scenarios with personalized feedback. Interactive discussions.

## THE PROGRAMME

last updated: 01/2023

### 1) Spotting the challenges of delegation

- Understanding the benefits to the employee, to management, and to the company.
- Using delegation as a development tool.
- Being mindful of your personal approach in delegating.
- Identifying basic rules for delegation and common pitfalls to avoid.

*Hands-on work* : Individual task: Each participant drafts a list of assignments and tasks to delegate to their team. Collective debriefing.

### 2) Empowering through delegation

- Setting the boundaries of the delegation: Expected results
- Identifying development needs.
- Setting individual goals: Goal, recipient, deadline.
- Know the steps of the delegation process.
- Taking into account levels of skill and self-sufficiency.

*Hands-on work* : In pairs, define expected areas of results. Individual workshop, mapping your team's skills. Group discussion on the link between skills and assignments to delegate.

### 3) Lead a delegation meeting

- Defining the key steps of the delegation meeting.
- Preparing for your meeting: Time, place, messages.
- Choosing suitable communication: Clarity, posture, choice of words.
- Listening to the delegatee and taking their needs into account.
- Motivating your employee to take action.

*Hands-on work* : Delegation meeting role-play with video. Debriefing about the behaviors observed.

### 4) Overseeing delegation

- Identifying tracking indicators.

## PARTICIPANTS

Team managers.

## PREREQUISITES

Initial management experience desirable.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Setting up individual and group scorecards.

- Formalizing points of progress.

*Hands-on work : individual exercise: Identifying effective tracking indicators. Creating your dashboard. Introduction and discussions.*

#### 5) Support the delegation over time

- Staying informed about the progress of the assignments.

- Scheduling progress meetings.

- Knowing how to value and recognize success.

- Managing deviations and risks, and reframing if need be.

- Readjusting the oversight indicators if needed.

- Assessing whether the delegation was successful.

*Hands-on work : Filmed scenario: Giving signs of recognition, knowing how to manage deviations. Personalizing debriefing.*

## DATES

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REMOTE CLASS

2024 : 12 Sep, 12 Dec