

# The Art of Delegating

Virtual or in-person in two hours

This workshop, designed for managers and leaders, takes a deep dive into the alignment, workflow, and accountability approaches needed for effective delegation. You will learn why delegation is important to increase productivity, what gets in the way of delegation and creates backlog, and practical strategies for tracking delegated items seamlessly through Microsoft Outlook and Teams. Two hours.

## Course Outline

### Understanding Delegating

- Why delegating is important for a leader to be more strategic
- The benefits of delegating
- Why people don't delegate
- Identifying opportunities to delegate through a Mind Clearing exercise

### Creating Alignment

- Clarifying who you can delegate to by identifying roles and responsibilities
- Aligning on priorities and what's most important when delegating
- Aligning to other styles of workflow and communication

### Building Workflows

- The importance of tracking delegated items
- Building systems for tracking in 1:1 and waiting for lists in Outlook or Teams
- Creating a template for clear delegation using the PASS model in Outlook
- Setting due dates to get the results in the timing you need

### Building Accountability

- Creating trust when delegating
- Aligning on priorities
- Sharing acknowledgments and appreciation
- Learning how much direction to give them
- Coaching on giving course correction and supportive feedback