

# Delegating for Shared Success™

## Purpose

The purpose of this module is to help participants develop the planning, interpersonal, and follow-up skills critical for successful delegation.

## Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- Barriers to successful delegation
- Delegation styles
- Delegation planning: task and staff analysis
- Key actions for conducting a delegation conversation
- Delegation follow-through
- Action planning

## Payoff

At the completion of this module, participants will be able to:

- Assess their delegation challenges and skills to understand their delegation style.
- Evaluate what work they must do versus what can or should be completed through others to delegate appropriate tasks.
- Plan tasks to delegate and align the tasks with the appropriate staff.
- Conduct a delegation conversation that results in the employee understanding the task, how it fits into the big picture, and expectations.
- List follow-up actions they can take to ensure delegation success.

## Key Content

### Key Actions for Delegating for Shared Success

1. Share why this person was identified.
2. Describe the task within the big picture.
3. Paint a detailed picture of success.
4. Explore tools, training, and resources.
5. Confirm understanding and commitment.
6. Plan follow-up.



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## Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



Authorized AchieveGlobal Distribution Partner:

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