

Delegation, prioritisation and planning

Participants will explore how to use delegation effectively, both in terms of freeing up their own time as well as helping to develop their own teams.

Using a series of thought-provoking activities and case studies, participants will learn how to adapt their communication style and levels of supervision and support to ensure that delegation is successful.

In addition, we will review how personal preferences affect and influence not only our own time planning but also how they have a direct impact on the performance of others.

By the end of workshop, participants will be able to:

- 🌈 Delegate effectively and confidently, understanding the underlying reasons for delegation and maintaining commitment for task completion
- 🌈 Apply an objective and informed approach to prioritisation for themselves and their team members
- 🌈 Understand the balance between quality and quantity and the need to understand the interdependencies between departments
- 🌈 Demonstrate a wider, organisational appreciation of their impact on efficiency and effectiveness and, ultimately the achievement of organisational goals
- 🌈 Create clarity of purpose, provide appropriate resource and support to help others plan and select work-type successfully – in line with department and organisational goals
- 🌈 Manage the expectations of others by confidently communicating their priorities in terms of organisational goals