

Delegation, Leadership & Time Management

Duration:

Two days

Objective

This fast-paced two-day programme tackles each of these topics at a high level. This is a challenging session designed to help delegates understand the importance of being able to effectively pass on workplace skills enabling them to delegate jobs and tasks, allowing them to manage their own time more effectively, becoming more competent managers and leaders.

Contents

State the principles and main roles of management
Delegation, empowerment and motivation
Prioritisation
The Pareto Principle
Dealing with difficult issues and difficult members of staff
Your Bill of Rights
Situational Leadership
Authority freedom model
Identifying training needs
Setting objectives and targets

Who should attend

This programme is ideally suited for Supervisors, Managers and future Leaders who wish to be able to exert greater control over their working day in order to be able to maximise their own productivity and that of their teams.

Course benefits

Help yourself and your team focus on goals by clarifying personal and team objectives, key responsibilities and priorities.
Plan and achieve medium to long-term objectives whilst coping more effectively with day-to-day demands and pressures.
Increase personal and team productivity and raise morale.

Additional information

This course will help you plan your working days, weeks and months whilst allowing you to support your staff and help them stay on top of tasks, jobs and projects.

We expect this course will also help you identify your strengths and weaknesses in each of the areas: Delegation, Leadership and Time Management.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of coaching, time management and leadership skills training. They have been successfully delivering training to both public and private sector organisations for over twenty years.