DELEGATING
VITAL LEADERSHIP

Learn how to obtain great results by delegating effectively.

Managers who live by the old adage, "If you want something done right, then do it yourself," haven't learned a crucial part of management: effective delegation. Delegating projects and responsibilities can take some time, and it requires clear communication, but when done effectively, delegating brings a wealth of value to any team: It balances the workload and strengthens the bonds between team members.

EFFECTIVE DELEGATION BRINGS SUCCESS

Delegating demonstrates that a manager or team leader trusts the team member, and it encourages development of team members' skills. It can also make team members feel like their jobs are important and meaningful to the success of the business unit. However, to achieve these results, managers and team leaders must delegate effectively.

The Vital Learning Delegating™ program teaches supervisors, team leaders and managers how to develop team members in order to strengthen their commitment to the success of the organization. A properly delegated task teaches team members accountability and responsibility, so employees feel more a part of the team and of the entire organization.

Delegating helps managers master the skills needed to effectively assign work to others. By learning to clearly communicate expectations and encourage participation and involvement, managers can use effective delegation to develop team members' skills and abilities.

The Delegating program provides team leaders and managers with the tools necessary to develop messages that communicate the "what" and the "why" of every delegated task. Managers must focus on ensuring that an individual understands what is required for the project, which helps facilitate a successful result: The work is done correctly, and the individual gains a new experience that increases his/her confidence and responsibility.

Throughout the course, managers and team leaders review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.

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ESSENTIAL COURSE MATERIALS

Delegating is available in classroom, eLearning and blended formats to accommodate any organization or type of business. Each course includes the following course materials:

Facilitator Guide

- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

Participant Workbook

- Provides exercises, forms, skill practice aids and a video synopsis
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course's skill points

Video

- Presents an introduction followed by a scenario depicting positive use of the program's skill points
- Provides video segments that focus on modeling positive behavior for skill practices
- Offers scenarios for both office and industrial/other settings

ABOUT VITAL LEARNING

Vital Learning's training courses teach managers, supervisors and team leaders in any industry to use basic human relations skills to motivate and lead their employees with finesse and respect. By improving team leader–team member relations, organizations can improve productivity, enhance employee motivation and retention, and develop employee work habits and potential. Vital Learning's courses are available as classroom sessions, eLearning sessions, or a combination of classroom and eLearning sessions.

Based in Denver, CO, Vital Learning provides courses based on McGraw-Hill Training Systems, which Vital Learning acquired in 1989. Throughout the past two decades, Vital Learning has worked with industry experts to enhance and develop its training courses, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization by visiting Vital Learning's Web site at www.vital-learning.com or contact us at 1.800.243.5858.

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BENEFITS OF DELEGATING

Organizations can offer the course in the format that works best for them — classroom, eLearning or blended.

Program is designed for six to 18 participants to complete in four hours.

Course participants receive hands-on experience practicing the program's skills and methods.

Participants learn the role delegation plays in time management, resource utilization, job satisfaction and overall team productivity.

Participants learn to use a delegation process that ensures team members' participation, involvement and success so tasks are performed properly and on time.

Participants learn to establish a team member's responsibility and authority for a delegated task, creating a framework for accountability and personal growth.

For purchasing information:

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