

## FUNDAMENTALS OF DELEGATION



### OVERVIEW

In today's hectic business world an effective leader soon discovers that they cannot do everything themselves; they have to know how to delegate certain tasks to their team members. Effective delegation is the fundamental skill that leaders have to master partly to deal with their busy work schedule and partly as a means of developing their team.

This programme, brought to life by in-sight interactive™, uses interactive technology to place the learner squarely at the centre of the action. Rather than passively watching a linear drama, learners can be part of the action; making leadership decisions and seeing the consequences of the choices they make. Now, for the first time, learners are able to develop their observational skills, react to real-situations case studies, and proactively engage with the learning content.

### BENEFITS TO YOUR ORGANISATION

Effective delegation is critical to business success and a healthy work-life balance. It frees up a busy leader's time to devote to higher-leverage tasks, thereby increasing effectiveness and productivity.

Likewise, when done correctly, team members will enjoy being given more authority. They will grow and develop as individuals and become more motivated, more committed and more skilful.

Day to day, leaders have to find effective ways of keeping team members engaged as well as demonstrating that they are valued and trusted. Effective delegation provides one means of ensuring that staff feel connected to the business and making a real contribution. By delegating effectively, work-place tasks can also be used to expand your team's capabilities and build trust through the handing over of greater authority and responsibility.

This DVD programme is flexible and can be used in a variety of situations, creating greater value and extending your training budget. It can be used by a single viewer as a self study programme or by a trainer facilitating a traditional classroom-based course on delegation.

### LEARNING OBJECTIVES

By the end of the programme, you will be able to:

- Describe a consistent approach to delegation
- Decide when best to delegate
- Choose how to manage the overall interaction and process

### PROGRAMME CONTENT

- PRIMARY DELIGATION MODEL
- DRAMA BASED CASE STUDY
- PROGRAMME WORKBOOK
- SUGGESTIONS ON HOW TO USE THE PROGRAMME



### TARGET AUDIENCE

- SENIOR & MID LEVEL MANAGER
- FRONT LINE MANAGER
- TEAM LEADERS / SUPERVISORS



To Order or Preview, please contact:

**IOL (UK) Limited**

t: 01884 821870

f: 01884 829168

email: [info@iol-uk.co.uk](mailto:info@iol-uk.co.uk)

[www.iol-uk.co.uk](http://www.iol-uk.co.uk)

**Price: £769** +VAT & Delivery



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### PROGRAMME DETAILS

The action takes place in a busy service sector company, Bryant Customer Solutions. The programme opens with an overview of the subject and an explanation of the prime delegation model. Sam Garner has a busy work schedule and has to decide whether to delegate a particular task to one of his team members, Mary Kingston. As the action unfolds, the learner is then invited to take up the story by choosing a number of possible next steps in effectively delegating the task.

### CONTENT

The Fundamentals of Delegation **DVD** programme features principal learning content about the process and skills of delegation that enables the learner to then tackle a number of drama based scenarios. The case study takes the learner through a variety of typical scenarios managers face day-to-day by helping them to develop a viable approach to delegation and strategies to enhance their delegation skills. Working through the programme, learners discover the benefits of a robust process and how it can be utilised to best effect. The programme is flexible and structured to ensure that key staff are better equipped to practically apply the learning in their own real-world situations.

### DVD INCLUDES:

- AN INTRODUCTION TO DELEGATION
- MODEL OF THE COACHING PROCESS
- A THREE PART INTERACTIVE CASE STUDY
- A 'HOW TO USE THIS DVD' GUIDE
- LEARNER'S WORKBOOK
- WEB LINKS

### RELATED TITLES

### WHAT SETS IN-SIGHT INTERACTIVE PROGRAMMES APART

- Our background and expertise in organisational development and broadcast media enables us to create valuable media-based learning solutions that extend training and development budgets.
- Our programmes consist of practically applicable best practice learning content developed by subject matter experts.
- Both content and learning is blended in a unique way.
- Our subject titles are targeted to specific audiences.
- Each **DVD** is extremely flexible allowing individual users to work through the learning on their own, or a corporate trainer to blend elements of the **DVD** into their classroom-based courses.
- We build inspiring content that promotes learning and immediate application delivered in a creative and accessible way.



Fundamentals of Coaching



Fundamentals of Leadership

