

# **Delegating for Results: An Action Plan for Success as a Manager (Revised Edition)**

## **Course Specifications**

**Course Number:** CCT-043\_rev4.0

**Course Length:** Self-study or classroom training

## **Course Description**

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

**Course Objective:** The learning objectives for Delegating for Results are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To explain the delegation role of the manager
- To show how to select and train employees for delegation
- To point out potential delegation problems and how to address them

## **Course Content**

### **Part 1: The Role of the Manager**

Management Is a Process  
Planning  
Organizing  
Motivating  
Controlling  
How Work Gets Done In Organizations  
Technical, Human, and Conceptual Skills  
What Can Delegating Do for Me?

### **Part 2: Analyzing Personal Delegation Skills**

How Well Do I Delegate?  
Symptoms of Poor Delegation  
Common Barriers to Delegation  
Fact Versus Fancy

**Part 3: Preparing to Delegate**

- Analyze Your Job
- Decide What to Delegate
- Planning the Delegation

**Part 4: Selecting the Right Person**

- Making Choices
- Making the Predelegation Assessment
- Remember Your Secretary's Potential

**Part 5: Making the Delegation**

- Communicating the Delegation
- Missed Opportunities
- Six Levels of Authority
- Following-Through

**Part 6: Preparing Employees for Delegation**

- What You Should Expect
- Preparation Begins with Employment
- Develop Employees to Handle Complex Tasks
- Teach Employees Problem-Solving Techniques
- Make Employee Commitment Possible
- Difference Between Delegators

**Part 7: Potential Delegation Problems and How to Handle Them**

- Delegator's Troubleshooting Guide

**Part 8: Using Delegation as a Tool in Managing Change**

- Change Is Legitimate But Requires Smooth Transitions
- The Key Element In Change Is Human
- Bridge the Gap

**Appendix**

- Review and Commitment to the Future
- Ten Traps to Avoid
- A Delegation Checklist
- Develop a Personal Action Plan
- Appendix to Part 1
- Appendix to Part 3
- Appendix to Part 4
- Appendix to Part 5
- Appendix to Part 6
- Appendix to Part 8