



## **P8 From Technician to Leader – Delegation**

Monday, September 24

9:00 am - 12:00 pm

Not Technical

Delegation is one of the most difficult skills for a new manager. Delegating responsibilities and projects can take time and without clear communication, can lead to misunderstandings. Sometimes it seems easier to do a task yourself. But delegating does more than just balance the workload – it demonstrates trust, encourages development and strengthens teams. In this class you will learn some of the tools and techniques for successful delegation.

*You Should Attend if:*

- You're hearing excuses for lack of results.
- You spend time chasing you co-workers to track down projects.
- You find yourself doing what others should do.
- Have trouble getting your players to take personal responsibility
- You have less than 5 yrs as a manager
- You are perpetually behind

**Keeping responsibility where it belongs:** Counteract people that over-promise, make excuses, reject responsibility, complain and lack commitment.

You will learn:

- How to delegate effectively
- What not to delegate
- A quick decision process for your time
- The levels of initiative
- A Return and Report System
- How to communicate more effectively
- Get beter results through people



**To enroll call** \_\_\_\_\_