



Prioritizing and Delegating Work Workshop Description

Overview

In Prioritizing and Delegating Work, participants will learn how to identify priorities within their own job and how to deal with inhibitors to managing those priorities. Participants will then learn and apply a process for delegating that motivates employees to assume responsibility for their assignments and outcomes, while it broadens the capabilities of the work group.

Objectives

Upon completion of this workshop participants will be able to:

- Identify inhibitors to managing priorities.
- Use a priority grid to manage priorities.
- Determine when to use two types of delegation.
- Apply the steps for effective delegation.
- Create an action plan for implementation back on the job.

Learning Methods and Delivery

Prioritizing and Delegating Work utilizes the latest in adult learning methodology including large and small group discussion, individual application, skill practice with feedback and real on-the-job examples.

Prioritizing and Delegating Work can be delivered by our facilitators or certified client facilitators.

Target Audience

Managers and supervisors

Learning Time

3 hours

Class Size

Typical class size 12 to 20

