



DELEGATING AND EMPOWERING

Delegating is one of the keys to success for you, the manager. By delegating, you can optimise your time, and involve and motivate your employees while developing their self-sufficiency and skills. In everyday working life, the practice of delegating often proves too difficult, and poses all sorts of problems: How can you rely on your colleagues and develop their self-sufficiency and skills? To what extent can you delegate? How do you establish a delegation contract and then follow it? What do you do when a delegated assignment goes wrong, without going back on what has been delegated and maintaining your trust? Designed from actual case studies, this course will help you to answer these questions. In particular, it explains the basics of delegating while allowing you to question your practices. It also provides you with practical tools to help you on a daily basis.

This programme is designed for:

- experiences business unit managers who wish to brush up on their delegating skills
- operational managers
- line managers

At the end of this course you should be able to:

- define what kind of tasks can be delegated and who they should be delegated to
- prepare delegation briefs according to people's motivations
- adapt to people's level of independence and skill
- follow up on delegated tasks and give feedback that will help develop skills and initiative
- get a colleague back on track when a delegated task goes wrong, while maintaining a sense of trust

The management certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

the overall performance of your unit will improve thanks to increased responsiveness and quality you'll be able to take a more hands-off approach and focus on priority issues and strategies you'll be able to prepare for the future by using delegation to develop your team's skills

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

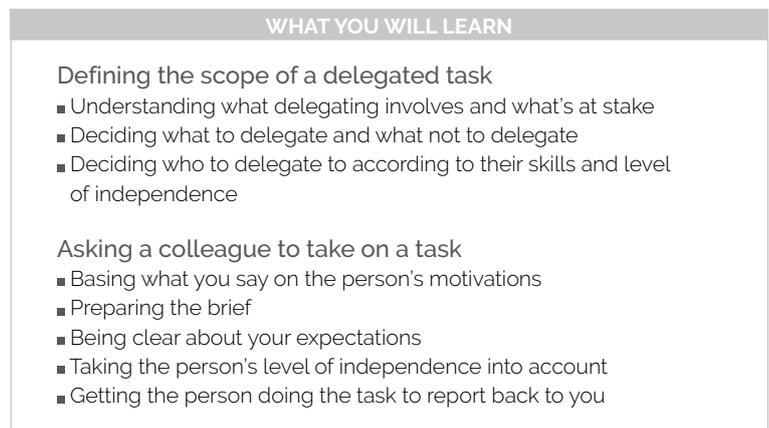
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



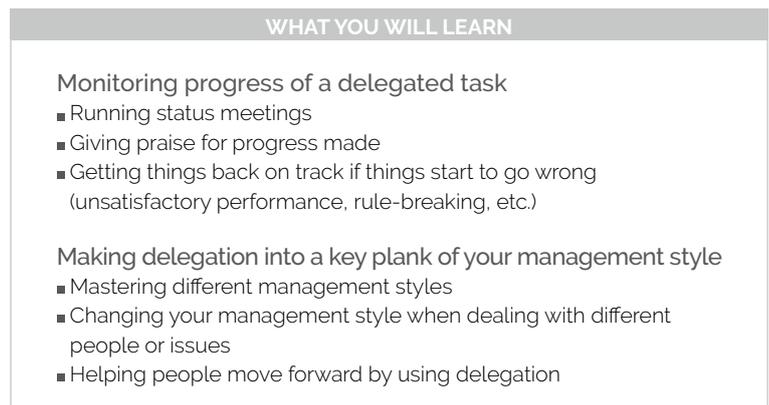
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

