

## Effective Delegating – You can't do it all yourself!

Do you sometimes wish that you had more time to spend on more important tasks? Do you find it challenging to hand over tasks to other people? Are you worried that if you give a task to someone else, it won't be done with the same quality as if you were to do it yourself? Do you think that it would be faster and easier to just do certain tasks yourself than to delegate them to someone else?

Particularly for new leaders and managers, it is easy to fall into the trap of thinking that they can do it all themselves or they can do it better than others. Some leaders continue doing certain kinds of tasks because they feel compelled to show their team members that they are also working hard. These are just a few of the many common myths, misconceptions and challenges about delegating.

The truth is, however, that to be a successful leader, you need to be able to effectively delegate tasks and activities to others. Delegation is an essential skill whether you are supervising students for the first time or you have been managing teams for years.

In this interactive workshop, you will explore what is holding you back from delegating effectively and learn, step by step, what is necessary to delegate effectively. In role plays, you will have a chance to practice delegation and receive feedback.

### Topics

- Choosing which tasks and activities to delegate
- Deciding the right person to delegate to
- Setting up the delegation conversation for success
- Convincing people to do the tasks
- Ensuring that the tasks get done
- Providing the appropriate support

### Methods

Individual work, partner and small group exercises, group discussion, role plays with feedback, interactive presentation. This course will be held in English.