

Effective Delegation Skills

09 August 2024 10:00 AM - 09 August 2024 05:30 PM

Brief Overview:

An undeniable truth that everyone tends to ignore is “Man is interdependent.” Let’s face it. You cannot do everything alone with the available time. Assigning work to others is an integral part of getting things done efficiently. Even though man's potential is unlimited, he can complete only limited tasks in the available span of a few hours. Still, many managers within these organizations try to do everything themselves because they feel uncomfortable delegating. The belief that you can do it better and faster with fewer mistakes leads to a vicious cycle of too little time and too much to do. Also, when you don't delegate, you risk ending up with too much work, not enough time, and lots of undue stress. On the other side, when you delegate wrongly, you risk not having the job done properly, which could lead to frustration, stress, and repeat work. The trick lies in finding the right balance, and this workshop is designed to address the following

Session content:

- Understanding Delegation: Fundamentals and significance.
- Importance of Delegation: How it impacts productivity and stress levels.
- Benefits of Good Delegation: Positive outcomes on efficiency and team dynamics.
- Why Delegation Fails: Common mistakes and how to avoid them.
- Principles of Effective Delegation: Key strategies for successful task assignment.
- Factors to Consider: Essential elements before delegating tasks.
- Delegation Process: Step-by-step guide to effective delegation.
- Types of Subordinates: Recognizing and understanding different subordinate profiles.
- Levels of Delegated Authority: Determining appropriate levels of responsibility.
- Effective Communication: Techniques for clear and effective communication during delegation.
- Monitoring Progress and Feedback: Best practices for tracking delegated tasks and providing constructive feedback.
- Handling Conflicts: Strategies for managing and resolving conflicts that arise during delegation.

For Whom:

- Managers
- Team Leaders

- Supervisors
- Project Managers
- Aspiring Leaders

Key Takeaways:

- Understanding Teamwork and Efficiency
- Avoiding Managerial Overload
- Tips to Balanced Delegation
- Art of delegating to teams
- Continuous Monitoring and Feedback

Facilitator profile:

Mr K. Parasuraman

Behavioral and Leadership Trainer, Keynote Speaker and Coach
Director, Samriddhi Leadership Academy Pvt Ltd.

Experience:

- **Director**, Samriddhi Leadership Academy Pvt Ltd (2014 – present)
- **Freelance Soft Skills and Behavioral Trainer** (2011 – 2013)
- **Training Manager**, BharatMatrimony.com (Consim Info Pvt Ltd) (2008 – 2011)
- **Senior Trainer**, Hinduja Global Solutions (2006 – 2008)
- **Trainer**, Sun-I Tech India Pvt Ltd (2004 – 2006)

Notable Achievements:

- Recipient of the "Dronacharya Award" for the best trainer at Hinduja Global Solutions for three successive terms.
- Guest Faculty at Madras Management Association, National Association for Customs, Indirect Taxes and Narcotics (NACIN), and Bharathidasan Institute of Management (BIM), Trichy.
- Regular keynote speaker at Project Management Institute (PMI) South Asia Conference, Business Intelligence Worldwide (BIW) Annual Conference, and SRM Institutions Tamil Nadu.
- Conducted over 2000 sessions and addressed more than 100,000 people, personally coaching over 100 middle and senior-level executives.
- **Corporate**: BMW, Mahindra Research Valley, Royal Sundaram Insurance, TVS Group, Samsung India Electronics, AG&P Pratham, Powergrid Corporation of India, among others.
- **Colleges**: Rajalakshmi Engineering College, Bharathidasan Institute of Management, SRM B School, Stella Maris College, and various engineering and management colleges.

Fee Details:

- **Fee Details**
- Member amount : Rs 0.00- (Including 18%GST)
- Non Member amount : Rs 0.00- (Including 18%GST)
- Total Member count :