



Delegate, Don't Abdicate

PROGRAM OUTLINE



Delegate, Don't Abdicate

When you delegate a task at work, you either give it to someone who has the required knowledge and skillset to do it or, become a guide and mentor to the person executing it. You then offer support, answer questions, intervene when required, give advice, and so on. This makes it possible for the person to do the job and achieve desired results.

On the other hand, when you don't offer support or guidance, it is abdication. It's like giving someone a task and telling the person, "Let me know when the deliverables are complete." It's when you aren't involved in the execution process of a task. When you abdicate, the outcome may be affected, or the person may fail to meet the expectations.

To delegate effectively, one must understand that there are three distinct phases to the delegation process. The person delegating a task must take specific action steps during each phase and watch out for common mistakes that could turn delegation into abdication.

Objectives

The program is designed to help learners:

- Identify the three phases of delegation
- Apply the required steps in delegation to make it a process
- Avoid common mistakes made that turn delegation into abdication

Course Modules

- Module 1: Delegation: An Action vs A Process
- Module 2: Before Delegation
- Module 3: How to Delegate
- Module 4: Reviewing Progress





Program Agenda

The following agenda can be used to run the workshop in 90 - 120 minutes. The duration for each section is only an estimate and can be adjusted based on your requirement.

Topic	Approx. Time	Training Aids
Introduction <ul style="list-style-type: none">• Introduction of the facilitator• Map participant expectation	10 Minutes	Presentation slides
Module 1: Delegation: An Action vs A Process <ul style="list-style-type: none">• Introduction to the topic and learning objectives• The Process of Delegation• O&R Activity: The Status Report	15 Minutes	Presentation slides, Whiteboard, Video, Workbook
Module 2: Before Delegation <ul style="list-style-type: none">• Action Steps & Watch Out	10 Minutes	Presentation slides, Whiteboard, Workbook
Module 3: How to Delegate <ul style="list-style-type: none">• O&R Activity: The Conversation• Action Steps & Watch Out	20 Minutes	Presentation slides, Whiteboard, Video, Workbook
Module 4: Reviewing Progress <ul style="list-style-type: none">• O&R Activity: The Last Mile• Action Steps & Watch Out• Acknowledge• Choose & Match.	25 Minutes	Presentation slides, Whiteboard, Video, Workbook
Wrap up and Close <ul style="list-style-type: none">• Summary of the session• Participant reflection	10 Minutes	Q&A / Link to the feedback form