

# Delegate to gain efficiency

## Description

The motivation, cohesion and performance of a team are the results of an effective delegation of responsibilities. This internship will allow you to master all aspects. You will learn to take responsibility, support your employees and set up relevant monitoring indicators.

## Course Content

### Identify the challenges of the delegation

- Understand the benefits for the employee, management and the company
- Approach delegation as a development tool
- Be aware of your personal approach in delegation
- Identify the basic rules of delegation and the main pitfalls to avoid

### Empower by delegation

- Defining the scope of the delegation: expected results
- Identify development needs
- Set individual objectives: objective, recipient, deadline
- Know the stages of the delegation process

### Conduct a delegation interview

- Define the key stages of the delegation interview
- Prepare your interview: place, time, messages
- Choose a suitable communication: clarity, posture, choice of words
- Listen to the delegate and take into account their expectations
- Motivate your employee to action

### Leading the delegation

- Identify monitoring indicators
- Implementation of individual and collective dashboards
- Formalize progress points

### Accompany the delegation over time

- Stay informed on the progress of the missions
- Set up follow-up interviews
- Know how to value and recognize successes
- Manage drifts and hazards, crop if necessary
- Readjust the steering indicators if necessary
- Evaluate the success of the delegation

## Lab / Exercises

- Filmed scenario: giving signs of recognition, knowing how to manage drifts
- Personalized debriefing

## Documentation

- Digital courseware included

### **Participant profiles**

- Team leaders

### **Prerequisites**

- Have followed the training: ["The fundamentals of team management"](#) or have equivalent knowledge

### **Objectives**

- Know the stages of the delegation process
- Set individual goals
- Conduct a delegation interview
- Establish monitoring indicators
- Accompany the delegation over time

### **Niveau**

Intermédiaire

### **Classroom Registration Price (CHF)**

800

### **Virtual Classroom Registration Price (CHF)**

800

### **Duration (in Days)**

1

### **Reference**

TEAM-DEL