

<b>Management Effectiveness</b>	
<b>Session Code</b>	<b>ME05</b>
<b>Session Title</b>	<b>Delegation and Motivation</b>
<b>Topics Covered</b>	<b>Essentials of delegating effectively, motivating and understanding demotivating</b>
<b>Delivery</b>	<b>Half Day (4 Hours) - tutor led f2f or online sessions</b>
<b>Minimum - Maximum Number of Delegates</b>	<b>1-10</b>
<b>Who will benefit?</b>	<b>Managers at all levels</b>

<p><b>Content</b></p> <ul style="list-style-type: none"> <li>▪ The what, why and when of delegation</li> <li>▪ What we must not delegate</li> <li>▪ What to include when delegating that secures team member commitment</li> <li>▪ 'Empowerment' and delegating authority, not responsibility</li> <li>▪ Essential behaviours for motivating and engaging your team</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Know what we can and what we must not delegate</li> <li>▪ The key steps for effective delegation</li> <li>▪ How to use delegation to grow and develop team members</li> <li>▪ Understand how to find out what motivates different team members in different ways</li> <li>▪ Learn how to apply practical - day to day - motivation techniques</li> </ul>
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