

To discuss this course or
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Delegation and Coaching



DURATION

1 Day

COURSE OVERVIEW

During this course you will learn how to delegate in a formal and systematic way. You will use coaching tools to develop staff and a culture of empowerment.

TARGET AUDIENCE

This course is designed for people who wish to develop their staff, encouraging them to think for themselves and take ownership of their work.

LEARNING OBJECTIVES

On completion of this course, delegates will be able to:

- Describe the importance and relevance of delegation.
- Describe the right task to the right person systematically.
- Describe the importance of coaching as a management style and tool.
- Use a structured approach to training.

PRE-REQUISITES

To get the most from this course, you should be in a position responsible for the day to day performance and development of other staff members. If you currently do not have that responsibility, this course will give you an insight into delegation and coaching but you may not have the experience to make personal links to all of the content covered.

COURSE OUTLINE

The following topics will be covered during this course:

- What is delegation?
- Why Managers do not delegate.
- Planning for delegation.
- Delegation as a Time Management tool.
- How to delegate systematically.
- What is coaching?
- The business case for coaching.
- The skills of effective coaching: Questioning & Listening.
- Coaching: The GROW Model
- Coaching skills practice.
- Personal action planning.