



Workforce Dynamics & Delegating

Languages Offered:

- English
- Spanish

Delegating is a great key to the success of a company!

Often times employees feel like delegating work isn't important. Out they fear losing their job, or fear of not feeling accomplished or recognized for their great performance. Delegation is so important to the success of a company because delegating work gives an opportunity for a team to work together for a common goal.

What will trainees learn?

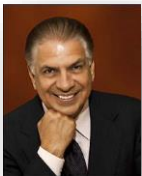
- Keep a delegation Attitude
- Ask yourself frequently , Who else could do this?
- Question every task you have done for years
- Learn to assign responsibility for achieving results rather than unloading tasks
- Selection of the right person; Who has experience
- and skills
- Get Ideas from others
- Be careful not to overload anyone
- Who needs to learn how to do this?
- Who would like to have this opportunity?
- Assign the responsibility and define the time factors. What is the deadline? When will you want progress reports?
- Provide training and guidance . What guidance will they need to succeed?
- Define the authority level. How much power will they need? Be sure you inform them to assure cooperation with the employee.
- What kinds of controls are needed? How can one feel in control and still empower employees to act independently?
- Monitor progress- pay attention and maintain control of the situation . Managers are still responsible for the success or failure of this person and for achieving the desired results.
- Provide feedback. Stay in touch, giving positive reinforcement and coaching when needed.
- Evaluate performance- give helpful feed back, what did they do well? Where can they improve? How can you do a better job of helping them succeed?
- Identify the lessons learned What did the employees learn? What did you learn? Often times the employee will figure out better ways of doing it. Such improvements need to be identified.

How will this training benefit your company and employees?

This course will benefit your company and employees by giving your employees an understanding of the positives of delegating work. Your employees will recognize who the work should be delegated to, how much training they need to give to those who need it, and understand that working together for a common company goal is essential to the success of the company!

This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business needs.

About Frank Ortiz



Frank Ortiz teaches and trains at the San Bernardino Community College District. He has experience in motivating and inspiring people in businesses, schools, senior facilities and small groups. He is an expert in Leadership, Communication Skills, Team Building, Supervisory Skills, and Business Strategies. In addition to his training, Frank has personally experienced a variety of management positions in his lifetime. Starting from the bottom to the top where he worked as the Vice-President of a large corporation to the CEO of his own retail chain of 14 stores. He has dedicated the last eight years strictly to his speaking career helping others achieve their goals and dreams.