

The Art and Science of Delegation

"The manager who is not delegating is not managing." *Robert Maddux*

Short seminar series



Overview

The most difficult challenge facing employees who transition into a leadership position is to learn to let go and delegate tasks effectively. Often, they prefer to continue doing the work themselves that they enjoy and use their team members only in supporting roles. The need for their personal involvement in every file as well as the urgency of deliverables are also often cited as excuses not to delegate more.

In this workshop, participants will zoom in on the Art and Science of Delegation. You will learn a practical process to delegate effectively that allows for your team members to attain their fullest potential.

Audience

New, experienced or soon to be supervisors, managers, team or project leaders

Duration: 3 hours

Price: \$245.00 plus HST

Instruction Methodology

Virtual delivery via GoToMeeting, with PowerPoint slides and interactive discussions, quizzes and simulated exercises.

Key Topics

- The psychology of perfectionism
- Risk management versus risk aversion
- Delegation self-assessment
- The delegation process
- Tips and techniques for effective delegation



About Your Facilitator

Richard Rochefort

Richard Rochefort is an expert in management, leadership and learning in the public and private sectors. He is perfectly bilingual. He is an excellent trainer and facilitator, a certified executive coach and an outstanding public speaker. He is also certified in various psychometric assessments. He has extensive experience in Canada and abroad delivering courses, facilitating workshops and general assemblies and leading strategic planning sessions. He is a former Vice-President of the Canada School of Public Service and he established the Service Canada College. Throughout his career, Richard devoted relentless effort to the renewal of the public service using coaching, mentoring and learning as strategic levers to create and sustain a workplace of choice and a culture of public service excellence.