

Title: Effective Delegation

Production Company:

Melrose Film Productions
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Order #EDEL1

Reorder Information:

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Length: 25 minutes

Synopsis:

This video comes with a Trainer's Guide (44 pages) that contains information about the package, how to manage the course, and resources (handouts). From the video and Trainer's Guide, participants will learn what delegation is, why to delegate, how delegation should be implemented, the effects and consequences of bad delegation, over- and under-delegation, and techniques of good delegation. Delegation has been accepted as a basic skill at all levels of management. This video is intended to help managers improve their own performance while enhancing the performance and self-development of those who work for them while retaining accountability and control over results and standards of performance.

This training package discusses the basic skills of delegation and how to implement them. From the course, participants should have a thorough understanding of the basic skills and benefits of good delegation and a delegation action plan for immediate application. The video describes a management team who is responsible for expanding a regional sales office into a full operating depot for their company. Without additional staff, they learn to enhance their performance and productivity through effective delegation. Together, they learn the benefits of good delegation and how to achieve it, and create an action plan for implementing delegation effectively. There are four easy steps to follow for success:

1. Clarify Responsibilities
2. Choose the People
3. Communicate what has to be done
4. Monitor Results, Deadlines, and Standards