STARBUCK™ & Associates

STARBUCK ACADEMY · GROW · PROGRAMME BROCHURE

Manager Skills: Delegating Well

Hand work over well, and grow your team as you do it

A short, practical course for managers and team leaders who want to stop holding on to work and start handing it over well. In five video lessons you learn how to choose what to delegate, brief it clearly, support people without taking it back, and use delegation to develop your team.

- 5 video lessons of about 3 minutes
- 5 practical tools in a course workbook
- 12 months' access
- Certificate of completion
- **CPD accreditation in progress**

£49

per person, one-off payment, VAT included.

academy.starbuckassociates.com
/courses/manager-skills-delegation/

ABOUT THE PROGRAMME

Why delegation makes a difference

Most managers know they should delegate more, yet the pull of speed, standards and control keeps work on their own desk. The result is a busy manager, a team that waits to be told, and people who never get the chance to grow. Delegating well is a skill that can be learned, and it rests on a few clear habits: choosing the right work, handing it over clearly and staying involved in the right way. This course gives you those habits and a practical tool for each one.

Who it is for

For managers and team leaders at any stage who feel stretched, find themselves doing work their team could do, or want to develop their people. It suits new managers building good habits and experienced managers who want a fresh look at how they hand work over.

What you will be able to do

By the end of the programme you will be able to:

01 Recognise what you are holding on to and why

02 Decide what to delegate, and to whom, with the Delegation Matrix

03 Brief a task clearly around outcome, standard, deadline, authority and support

04 Agree the right level of freedom for each task

05 Stay involved through planned check-ins without taking the work back

06 Use delegation to develop people over time

THE PROGRAMME

Five lessons

Each lesson is a short video of about 3 minutes, with lesson notes, a practical tool and a workplace task so you can use it straight away. A five-question knowledge check closes every lesson.

01 Why managers hold on to work

Why speed, standards and control keep work on your desk, and what that costs you and your team.

02 Choosing what to delegate and to whom

Using the Delegation Matrix to decide what to keep, hand over or stop, and matching each task to the right person.

03 Handing work over well

Briefing a task around outcome, standard, deadline, authority and support, with five levels of freedom.

04 Supporting without taking it back

Planned check-ins, handling problems that come back to you, and coaching when work goes off track.

05 Growing people through delegation

Raising the level of freedom over time, reviewing work together and making delegation a regular habit.

WHAT YOU GET

What is included

- Five short video lessons you can watch on any device
- Lesson notes, workbook pages and a practical tool for every lesson
- The full Manager Skills: Delegating Well workbook to download once you have enrolled
- A five-question knowledge check at the end of each lesson
- A Starbuck & Associates certificate of completion showing 2.5 estimated learning hours
- 12 months' access, so you can work at your own pace

How your learning time adds up

Your 2.5 estimated learning hours are made up across five lessons of about 30 minutes each:

- Watching the five short lesson videos: about 15 minutes (about 3 minutes each)
- Reading the lesson notes and workbook pages: about 40 minutes (8 minutes each)
- Working through the practical tool for each lesson: about 40 minutes (8 minutes each)
- Planning each workplace task: about 30 minutes (6 minutes each)
- Completing the five-question knowledge check after each lesson: about 25 minutes (5 minutes each)

Total: 2.5 estimated learning hours. Carrying out each workplace task at work is in addition to this. The pass mark for each knowledge check is 80% and you can retake it as many times as you need.

Who designed it

Designed by ICF credentialed coaches at Starbuck & Associates, led by Paul Starbuck, our Founder and CEO and an ICF Master Certified Coach (MCC). Every lesson draws on our coaching and leadership development work with organisations in the UK, Europe and internationally.

For teams and organisations

Buying for a group of managers? We can set this programme up for your whole team, on its own or as part of a wider academy for your organisation. Email academy@starbuckassociates.com and we will put a proposal together.

ENROL TODAY

£49 per person, one-off inc. VAT

Enrol online and start lesson one straight away. Every programme carries our 14 day money back guarantee.

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