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# kenttrainers

## The Jumping Boy's Top Tips for April

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A selection of courses coming up at Chilston Park, Lenham.

- [Team Leadership \(2 days\)](#) ILM accredited - 5<sup>th</sup> & 6<sup>th</sup> April
- [Introduction to First Line Management](#) - 26<sup>th</sup> April
- [Presentation Skills](#) - 3<sup>rd</sup> May
- [3-day Management Programme](#) ILM accredited - 11<sup>th</sup>, 18<sup>th</sup> & 24<sup>th</sup> May
- [Project Management \(2 days\)](#) - 16<sup>th</sup> & 17<sup>th</sup> May
- [Senior Leadership \(2 days\)](#) - 7<sup>th</sup> & 8<sup>th</sup> June

## Tips for effective delegation

Delegation is a key skill for effective management. Here are some tips for getting it right.

### **Are you delegating for the right reasons?**

There are right and wrong reasons to delegate. Right reasons include developing staff, enhancing the performance of the team and demonstrating trust. Wrong reasons include favouritism, punishing with extra work and abdicating responsibility. Make sure you are doing it for the right reasons.

### **Is this job suitable for delegation?**

Delegate tasks that provide the opportunity to demonstrate real achievement. It should not be so trivial as to be insulting or equally require your full attention.

### **Is this task right for the employee?**

Match the person to the task. Ideally, they will have the skills but not necessarily the experience and will learn from the task.

### **Remember if you delegate, the risk stays with you**

You delegate the task but the risk rests with you. Delegate responsibility where you can, but reserve the right to check, review and coach. Match the level of supervision to the difficulty and importance of the task.

### **Preparation saves time later**

Spend time at the start of the task to brief your employee thoroughly about the task and encourage questions. Invest time at the start of the task to pre-empt time consuming interventions later.

### **Check understanding of and commitment to the task**

When you have briefed, question to check their understanding and that they have the right resources - including time. Finally, make sure they are happy with the deadline. Are they comfortable, eager to get started?

### **Monitor and motivate**

How you supervise and monitor will affect how motivated the employee feels and how well they learn. If things are going wrong, find out what is wrong and show how to do it right. If things are going well, highlight the good performance, and reinforce it to help make it a habit.

### **Recognise and reward**

Recognise good performance. New skills can be their own reward but the self confidence that goes with a good job recognised and praised by you, and the new-found respect that goes with those skills is a powerful motivator.

### **Give feedback**

Help the individual to develop by giving feedback. Don't wait for the annual review. Get them to reflect on the task and help them to draw positive lessons from the

experience, not just what went wrong but what went right and how to use those new skills effectively.

**Learn more** about how to manage yourself, your team and your business effectively, including delegation skills, on our [3 day Management Programme](#) on 11<sup>th</sup>, 18<sup>th</sup> & 24<sup>th</sup> May.

**New to management?** If you want to learn the basic skills of management (including delegation) then our [Introduction to First Line Management](#) course on 26<sup>th</sup> April is for you.

**Leading a Team?** Find out more about leadership skills (including delegation) on our [2-day Team Leadership](#) course on 5<sup>th</sup> & 6<sup>th</sup> April.

Remember **REGISTERED CHARITIES** receive a 15% discount off the advertised price of the course.

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