

Delegate



to...

MOTIVATE

@ Work

OVERWHELMED @ WORK?

Doing Everything Yourself? 1

SECRET TO GREATER SUCCESS

Delegating to Right Individuals 1

KEY LEADERSHIP SKILL

Delegating Tasks Strengthen Leaders 1

WHAT DELEGATION IS ~~'NOT'~~

Delegation Must be Viewed as Positive to Ensure Motivation 2

WHY MANAGERS DON'T DELEGATE

Typical Reasons Managers Resist Delegating 2

DELEGATION BENEFITS

Delegating Positively Impacts Managers, Employees, Organization 3

DELEGATION APPROACHES

Depending on Situation, Requirements & Employee 3

9 TIPS TO SUCCESSFULLY DELEGATE

Valuable Insights into Successfully Delegating to Others 5

APPENDIX A: ASSESSMENT

- *Your Style@ Work*

APPENDIX B: ASSESSMENT

- *Team Style @ Work*