



# EFFECTIVE DELEGATION

## INTRODUCTION

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This training is a shorter version of Delegation to Motivation and is designed to offer a one day introduction to those who are responsible for managing the performance of others.

See also: **Managing Appraisal  
Delegation to Motivation**

## DESCRIPTION

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**The training will cover the following elements which can be specifically tailored to your individual need.**

### The Value of Performance Management

*Definitions and benefits, common reasons for underperforming, exploring role of manager as coach.*

### Setting Clear Expectations and Objectives

*Setting SMART targets, agreeing standards, communication and vision.*

### Managing and Motivating for Individual Performance

*Performance types and approaches, leadership styles, understanding the link between performance and motivation, tips to keep staff interested and motivated.*

### Improving and Developing Performance

*Praising good work, identifying weakness and dealing with them, The Performance coach, collecting evidence, providing clear feedback, encouraging self review.*

### Managing Under Performers

*What is poor performance? Challenging behaviour, assertiveness, fairness and calmness.*

### Personal Development

*Individual action plans*

## OBJECTIVES

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What you will learn:

- Understand the relationship between performance management and results
- Set and monitor appropriate performance targets
- Monitor and measure performance against an agreed standard
- Understand and manage skills gaps
- Confidently deal with performance issues and turn them around
- Run effective review meetings
- Give formal and informal motivational feedback