



The Art of Delegation for Public Managers

Delegation is more than just getting work off your desk and onto the desks of others

When: October 19, 8:30-3:15

Where: Virtual, via Zoom

Learn how to create a clear, shared vision of the end result that you and your employees are attempting to achieve. Explore the basics of delegation: identifying the “starting” conditions that ensure success, detailing the role that leaders play throughout the process, and exploring common obstacles to effective delegation. Find out how to enable your employees to willingly take more responsibility and use their expanded authority well. This class costs \$225.

By the end of this class, you should be able to:

1. Describe what delegation is, how it is different from routine task assignment, and how it benefits people at all levels of your organization.
2. Identify how delegation (when done right) benefits everyone and enables a new relationship to those who report to you.
3. Discuss the “initial conditions” that need to be defined prior to every delegation.
4. Apply the five steps for establishing an effective delegation relationship.
5. Describe the supervisor or manager’s role in each step of delegation.
6. Develop effective measures to gauge delegation success.
7. Identify and integrate employees’ inner “drivers” to unleash their motivation toward completing the delegated task.
8. Identify common barriers to delegation and the steps that managers can take in addressing each.
9. Develop a plan for delegating a specific task and outcome to another.

Instructor: Jeff Russell (MS, UW-Madison) is codirector of Russell Consulting, where he helps organizations successfully respond to the challenges of continuous change. He focuses on leadership development, strategic thinking, leading change, understanding and dealing with behavior styles, and performance management.

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