

Manager/Supervisor | Training & Development Offerings

# Work Planning and Delegation (1 Day)

Effective leaders empower their staff and build morale while they drive high performance. They use effective techniques for planning, monitoring and managing work and workflow to ensure that goals and required performance levels are met or exceeded. They also delegate effectively - identify the right person for the task, provide appropriate time and quality expectations, and give regular feedback and coaching - to manage workload, develop capability, cross train, gain productivity and reward performance.

## INTENDED AUDIENCE

Supervisors and managers who want to improve their ability to plan and manage work and delegate more effectively.

## DURATION

1 day

## WHAT PARTICIPANTS WILL LEARN

Work Planning and Delegation is an interactive session that helps managers and supervisors more effectively plan and manage workflow. Managers and supervisors attending this session will be better able to:

- Develop an effective work plan
- Set individual and team goals as well as plan milestones and checkpoints
- Provide vision and direction for the work team
- Build accountability and set high levels of expectation
- Handle common traps including communication issues, reluctance and resistance
- Build influence strategies
- Delegate work

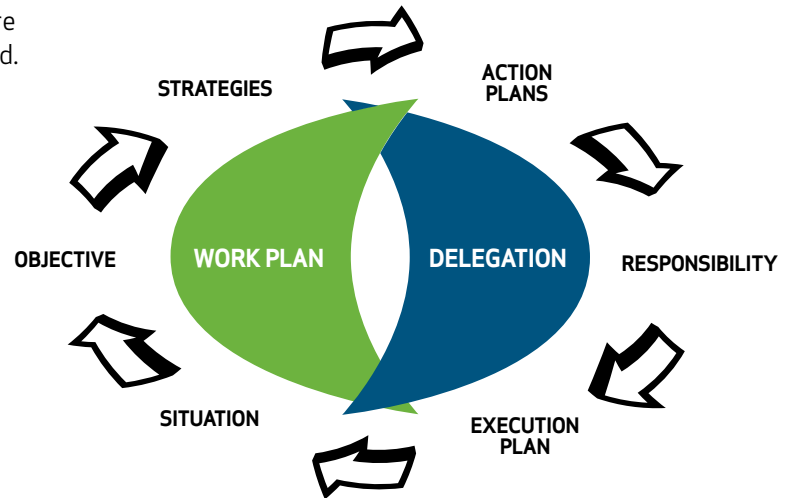
## TO REGISTER

To register for this program e-mail [BDTraining@landolakes.com](mailto:BDTraining@landolakes.com) or call 1-800-328-1341.

## QUESTIONS

Contact your Business Development Manager.

## WORK PLANNING AND DELEGATION MODEL



## AGENDA FOR WORK PLANNING AND DELEGATION

A.M.	Program Introduction and Welcome
	Work Planning - From Routine to Key Projects
	Goal Setting and Milestones
	Building Accountability
	Delegation Basics
P.M.	Barriers to Delegation
	Steps to Effective Delegation
	Influence Strategies
	Tracking and Measurement
	Moving to Action