Delegating Effectively
CCL Lead-it-Yourself Workshop Kit

Challenge
Leaders are neither able nor expected to do everything themselves. Attempting to do so can have severe consequences. How can our leaders delegate effectively — giving authority and responsibilities to individuals or a team and provide the resources, directions, and support needed to achieve expected results?

Solution
CCL’s Delegating Effectively workshop kit focuses on creating an environment based on trust and establishing a rapport with colleagues to delegate successfully.

This workshop provides tools to engage and empower people to resolve their problems and implement spontaneous delegation to protect your discretionary time.

Who would use this workshop kit?
- Internal HR and Training & Development Professionals who aim to strengthen delegation across their organization
- Business Unit Leaders, Team Leaders, or Project Leaders tasked with improving performance by helping their team improve delegation, an essential leadership skill

What are the benefits for those participating?
By participating in this workshop, participants will:
- Apply the four stages of the Delegation Cycle when delegating initiatives to individuals and teams
- Use the Performance Grid to determine what to assign and to whom
- Have more discretionary time to get things done

CCL Workshop Kits
At a Glance
CCL’s Lead-It-Yourself Workshop Kits let your HR professionals or experienced team leaders scale up leadership development in simple, affordable, pre-packaged modules, now located in one convenient place — Yours!

Key Benefits:
- No certification required
- Built on proven CCL research and experience
- Effective, dynamic half-day workshops
- Everything you need is included
- Simple to implement
- Flexible — Choose one or multiple relevant topics
- Trainer support and service available
What's Included?

Facilitator Kit Includes:
- Facilitator Guide:
  » Talking points for each slide
  » Helpful tips for participant engagement
  » Breakdown of timeframes required for delivery
- Four Delegating Posters for your training room
- Flash drive that includes:
  » PowerPoint slides
  » Video clips integrated for use in the workshop
  » Two support videos:
    1. How to use CCL's workshop kits
    2. Overview of the course and the content
- Internal Marketing Support
  - Editable email message to invite employees to participate in the workshop
  - Editable flyer for organizations to inform participants about the workshop
- One Complete Participant Kit

Participant Packages include:
- Participant Workbook complete with content and guided practice exercises
- CCL's Delegating Effectively Guidebook

Get Started Today!

No certification.
Scalable options.
Affordable development.

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To order, or to learn more: email info@ccl.org or call +1 336 545 2810.

*Note: Quantity discounts apply to each purchase and are not cumulative.*