

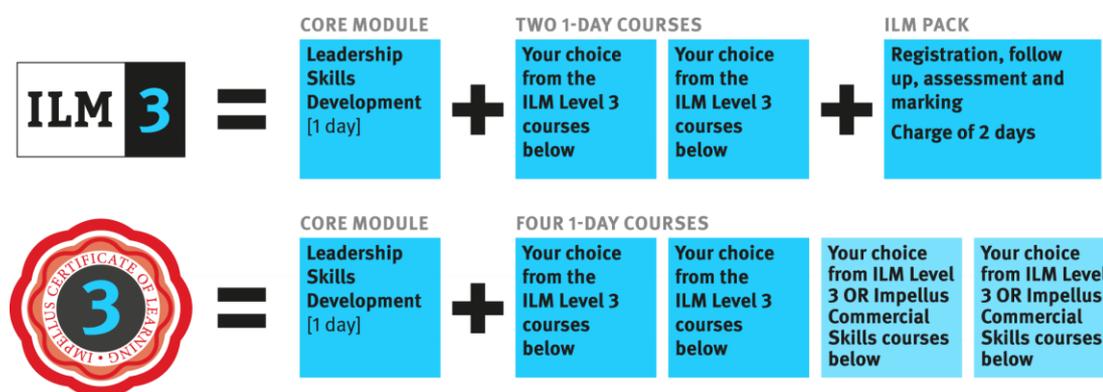
Delegation and Time Efficiency

AN IMPELLUS LEADERSHIP AND MANAGEMENT COURSE

Busy managers who are relied upon by their organisations can all too easily become entrenched in the day-to-day operations, failing to realise that key resources such as people and time are being greatly underused. This course helps managers to plan their time and delegate to help them become far more productive, as well as increase employee engagement.

For all dates and venues, see [here](#) or call **0800 619 1230**

This course can be taken individually or as an optional module that can lead to an ILM Level 3 Award in Leadership and Management. It can also be taken as an optional module for an Impellus Certificate of Learning at Level 3.



Optional ILM courses: Coaching Skills for Managers, Developing Winning Teams, Effective Communication Skills, Managing and Appraising Performance, Managing Change and Innovation.

Optional Commercial Skills courses: Finance for non-financial Professionals, Key Account Management, Negotiation Skills & Techniques, Presentation Skills & Techniques.

9:00 – 9:30	Delegate registration, refreshments, networking opportunity	
9:30 – 10:00	Welcome, overview and introduction to the programme	
10:00 – 11:15	<ul style="list-style-type: none"> • Exploration of the SMART delegation model • Barriers to delegation and how to overcome them <p><i>In the opening session delegates will discuss effective delegation, explore what gets in the way and how to minimise these barriers. Delegates will look at their current use of time to identify early opportunities to improve their performance and make better use of time.</i></p>	<ul style="list-style-type: none"> • Structured reflection on your current use of time • Considering effective productivity and where to focus attention
11:15 – 11:30	Break and networking opportunity	
11:30 – 13:00	<ul style="list-style-type: none"> • Understanding the cost to you and the organisation of misplaced time and priorities • Key roles – why are we employed? <p><i>During this session, the correlation between time and money is analysed before delegates identify the key aspects of their role and the key roles of their staff, as well as the true value of tasks. The session moves on to discover the power of value-based prioritisation and how this can be used to improve the performance of the team and organisation.</i></p>	<ul style="list-style-type: none"> • Defining importance and uncovering the value and impact of tasks • Value based prioritisation – what are you going to delegate, innovate and reject?
13:00 – 14:00	Lunch	
14:00 – 15:15	<ul style="list-style-type: none"> • How to choose your best human resource • Practical application of the SMART model <p><i>In the afternoon, delegates gain a thorough understanding of how to select the right person for the job and how this can be employed within their environment. The session concludes with an in-depth application of the SMART delegation model followed by techniques to ensure continuous improvements in effectiveness and efficiency. During this session, delegates will begin a team challenge</i></p>	<ul style="list-style-type: none"> • Techniques for measuring outcomes and continuous improvements in effectiveness and efficiency • The time trial challenge – part 1
15:15 – 15:30	Break and networking opportunity	
15:30 – 16:30	<ul style="list-style-type: none"> • The time trial challenge – part 2 <p><i>In the final session of the day, delegates continue their team challenge to highlight learnings from the day, before taking part in a final activity around planning and prioritising. The day concludes with everyone coming back together to write up their own personal development plan.</i></p>	<ul style="list-style-type: none"> • Bringing it all together and action planning

All Impellus courses are designed to be enjoyable and highly informative. Delegates are given a welcoming and comfortable environment in which to reflect, challenge and learn. The focus is on being able to bring new skills and thinking back into the workplace.