

compas

module 6 – delegation 101

a practical approach to consistently getting the best out of people – a one day interactive workshop for graduates of COMPAS Module 5

Delegation is the practical manifestation of the reality that 1 person cannot do everything. Delegation 101 builds fundamental COMPAS principles into the day-to-day interactions between leaders and their people

All organisations confront the challenge of harnessing the efforts of people to *see the vision* and *achieve the mission*. Typically, this involves multiple organisational layers and people drawn from diverse backgrounds and disciplines.

As goals cascade down the organisation to become personal individual challenges, there is a real need to translate big-picture (365 day) group goals into individual, personal accountabilities. Once that's done there comes the challenge of managing them. Often there are competing demands for time and resources and there can even be tension over what the *real* priorities should be.

compas module 6 is a back to basics, 1-day workshop focussed on practicing and refining the *art and the science of delegation*. Delegation 101 recognises that people are, by their very nature different, and that therefore when it comes to leading others, one size does not fit all. Participants explore what motivates them and what motivates their people, and how to use this for more effective delegation.

Popular myths and pitfalls about delegating are explored and practices that often work best are systematically assessed for application in the participant's real world. This includes evaluation of the *authority-accountability equation* and the principles of *situational leadership*.

Consistent with other **compas** modules, **delegation 101** is practical and hands on and includes practical tuition on how Microsoft Outlook™ can be used to ease the workload of managing delegated tasks.

delegating 101 reinforces the crucial importance of routine planning. The **compas weekly planner** is a practical tool for integrating planning by leaders with the plans of their people.

compas module 6 complements the material covered in Module 5 and best results are achieved by undertaking Module 6 within 4 weeks of having completed module 5.