



EFFECTIVE DELEGATION TRAINING

Proxima Leadership's training courses are self-supporting and asynchronous, allowing learners to follow the courses at their own pace, without time constraints. All teaching materials, as well as instructions and resources, are accessible online, providing great flexibility.

These training courses, lasting approximately 3 hours, are also designed according to a competency-based approach, aimed at developing and mastering specific skills. The pre-recorded capsules, which last less than 10 minutes, introduce the basic concepts, but the main emphasis is on practical exercises, reflections and taking a step back. This allows learners to actively engage in their learning process and strengthen their skills in a meaningful way.

COURSE OUTLINE

MODULE 1 : INTRODUCTION

- **Recorded capsule:** this capsule explains the benefits of delegation. You'll learn how delegation can boost your efficiency, the 3 types of delegation, and how to select which tasks to delegate to maximize your resources.
- **Delegation guide (90 to 120 minutes):** the guide offers an exercise to inventory your tasks and identify which ones can be delegated. It prompts you to assess each task's complexity and choose which ones to delegate according to your employees' skills and the necessary support.
- **Reading (5 minutes):** a story of pebbles.

MODULE 2: THE 7 LEVELS OF DELEGATION

- **Recorded capsule:** this capsule examines the 7 levels of delegation and their role in optimizing the delegation process. These levels offer a segmented approach, allowing managers to start with simple delegations and gradually increase accountability, facilitating a smooth transition to more comprehensive delegation.
- **Case study (90 minutes):** this delegation case study will allow you to analyze a simulated work situation and review the concepts covered previously, in order to consolidate your learning through a practical exercise of analysis and reflection.

MODULE 3: STRATEGIC DELEGATION

- **Recorded capsule:** this capsule deals with strategic delegation, a more complete delegation requiring the consultation of various actors to enrich key positions or prepare relief positions. It offers questions to assess the potential benefits for the organization and ends with practical advice and mistakes to avoid for effective delegation.

At the end of the training, you will receive a training certificate.