

## DELEGATION BOOT CAMP

Learn to entrust your work to others.

Seminar #2819

### Overview

This fast-paced, intensive one-day seminar gives you real-world practice in delegation strategies that will reduce your stress level, empower your staff and build morale. Put this delegation skills training to work for you to pinpoint the right task, the right time and the right person to help you maximize productivity for you and your team.

### Schedule

- [1] days

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- [1] days - \$1,345 Non Members
- [1] days - \$1,195 AMA Members
- [1] days - \$1,023 GSA

### Credits

0.6 CEU

### Schedule

We have 9 scheduled sessions located nationwide starting between 6/11/2012 - 1/23/2013

Date	Location	Duration
Jun 11, 2012	Chicago, IL	1 Days
Jul 9, 2012	New York, NY	1 Days
Aug 13, 2012	San Francisco, CA	1 Days
Sep 17, 2012	New York, NY	1 Days
Oct 8, 2012	Atlanta, GA	1 Days
Nov 9, 2012	Arlington/Washington DC, DC	1 Days
Dec 6, 2012	New York, NY	1 Days
Dec 14, 2012	Chicago, IL	1 Days
Jan 23, 2013	San Francisco, CA	1 Days

Registering more than 4 people, please call 1-877-566-9441.

### How You Will Benefit

- Exhibit greater competence and confidence in assigning work and responsibilities
- Foster greater teamwork, cooperation and collaboration through clear delineation of roles and authority
- Prevent miscommunication when setting tasks and expectations
- Influence peers and team members to share your responsibilities
- Empower and motivate staff to handle more difficult assignments

### What You Will Cover

- The repercussion of poor delegation on performance and how to avoid common mistakes
- Delegation basics: what to assign, whom to select, when to start, how to maintain control and give feedback
- How to delegate to a group
- R-A-M-P-S: memory aid for effective delegation
- Communication issues, checkpoints and task-related support
- How to overcome reluctance, resistance and lack of motivation
- Delegating without authority: influencing strategies to persuade peers to take on additional responsibilities
- Setting success milestones
- Quality management and accountability
- Control and follow-up procedures (without micromanaging)
- How to recognize, reinforce and reward performance
- Practice, role-play, case studies and script analysis

### Who Should Attend

Managers, supervisors, project managers and team leaders who have direct reports or who work in a team environment.

### Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)