

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2819

Delegation Boot Camp

Learn to entrust your work to others.

This fast-paced, intensive 1-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.

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
- R-A-M-P-S: Memory aid for effective delegation
- Communication issues, checkpoints, and task-related support
- Overcoming reluctance, resistance, and lack of motivation
- Delegating to a group with or without authority: Influencing strategies to persuade peers to take on additional responsibilities
- Setting success milestones
- Quality management and accountability
- Setting up control and follow-up procedures (without micromanaging)
- Recognizing, reinforcing, and rewarding performance
- Practicing, 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.

Schedule

- [1] days - \$1,245 Non Members
- [1] days - \$1,095 AMA Members
- [1] days - \$1,037 GSA

Credits

0.6 CEU

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