

**COURSE NAME**

Effective Delegation

**COURSE STATEMENT**

Delegation may be the most vital leadership skill of this era of business. It is also one of the most difficult tasks of leadership. This course will help you build the knowledge and the skills to effectively delegate assignments to others. Delegating is a skill that must be put into practice strategically. When successfully done, delegation helps to increase the capacity of a work group, and more gets accomplished. You, the team, the work unit, as well as the organization all benefit from the more manageable workload. Delegation is also a tactical competency to complete an ever-increasing list of work responsibilities while increasing the organization's bench strength and creating a pipeline for succession planning. Rather than a way of offloading routine tasks which they don't like or don't think they have the time to do, properly done, delegation is an effective way of empowering and developing people while accomplishing work.

This course provides you with the skills to effectively delegate work to others.

**COURSE DESCRIPTION**

Delegation may be the most vital leadership skill of this era of business. It is also one of the most difficult tasks of leadership. This course will help you build the knowledge and the skills to effectively delegate assignments to others. Delegating is a skill that must be put into practice strategically. When successfully done, delegation increases the capacity of a work group, more is accomplished. You, the team member, and the work unit, and the organization all benefit. Delegation is also a tactical competency to complete an ever-increasing list of work responsibilities while increasing the organization's bench strength and creating a pipeline for succession planning. Rather than a way of offloading routine tasks which they don't like or don't think they have the time to do, properly done, delegation is an effective way of empowering and developing people while accomplishing work.

This course provides you with the skills and knowledge to effectively delegate work to others.

**LEARNING OBJECTIVES**

Upon successful mastery of this course, you will be able to:

- Understand the need and benefits of delegation
- Learn the importance of delegation
- Break your personal barriers to delegation
- Recognize and manage "structural" barriers to delegation
- Develop, implement and manage a delegation plan

## DEMONSTRATING MASTERY: A TWO-STEP PROCESS

### Step One: Learning and Understanding

This course is broken down into **Learning Objectives** and related **Topics**. For each objective, you will participate in Learning Activities designed to enhance and reinforce understanding. **Learning Activities** include Interactive Discussions, readings, video and audio clips, slide presentations, Discussion Board prompts, Learning Journal prompts, practice exercises, demonstrations, as well as links to web and library resources.

### Course Structure

The table below details the Learning Objectives along with their corresponding Topics.

Objective	Topics and Milestone Activities
Understand the need and benefits of delegation	<ul style="list-style-type: none"><li>• What is Delegation</li></ul>
Learn the importance of delegation	<ul style="list-style-type: none"><li>• How delegation fits with an organization's growth</li><li>• How to delegate effectively</li></ul>
Break your personal barriers to delegation	<ul style="list-style-type: none"><li>• Identify your personal barriers to delegating</li></ul>
Recognize and manage "structural" barriers to delegation	<ul style="list-style-type: none"><li>• Time pressure and delegation</li></ul>
Develop, implement and manage a delegation plan	<ul style="list-style-type: none"><li>• Putting it all together<ul style="list-style-type: none"><li>o Milestone Activity: Implementation: Create a low-risk delegation pilot</li></ul></li></ul>

### Step Two: Final Assessment

Once you have successfully progressed through the Learning Activities, you are ready to demonstrate that you have mastered the course. In order to demonstrate mastery, you must be evaluated as proficient or exemplary on each rubric category for the corresponding performance-based assessment (paper, presentation, project, etc.). Please note that submissions may be checked for plagiarism.

## STUDENT RESOURCES

### Brandman Online Library Resources

Brandman University provides comprehensive online library services including access to books, journals, databases, and other resources. Librarians are available via email and phone to provide support. Students can access the library directly when logged into their courses.

### **Writing and Math Help**

Brandman's Online Writing and Math Center (OWMC) offers subject-specific tutoring services, live workshops, video tutorials, tutorial office hours, and links to top academic sites in order to ensure student success. Students can access the OWMC directly when logged into their courses.

### **Netiquette**

Communicating in an efficient and respectful manner is critical to the learning process. Please view the following clip which provides netiquette guidelines:

[http://www.youtube.com/watch?feature=player\\_embedded&v=6dRocIqDJh0](http://www.youtube.com/watch?feature=player_embedded&v=6dRocIqDJh0)

### **Standards of Academic Integrity**

Academic integrity is a core Brandman University value which insures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. Students are required to read, understand, and apply the standards set forth concerning academic integrity found in the policy link below.

<http://www.brandman.edu/current-students/resources/catalogs>

### **Americans with Disabilities Act Statement**

Brandman University is committed to ensuring equal educational access and opportunity for all members of our academic community. Students will be provided timely, efficient, and equitable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). More details are available in the current Brandman University Academic Catalog.

<http://www.brandman.edu/current-students/resources/catalogs>