




# The Power of Delegation

## FACTSHEET

**Run a short, sharp training session in just 40 minutes!**  
**Ideal for Managers or Trainers to introduce and test basic delegation skills.**

-  **40 minutes + debrief**
-  **4-24** (1-4 teams of 4-6 per team)
-  **For staff at any level**
-  **No computer required**
-  **250 ex VAT** (contact us for volume pricing)



## Learning objectives

- to discuss key issues on delegation
- to highlight it's not about 'dumping' tasks
- to show the need for clarity when delegating
- to reinforce the need to check understanding
- to boost staff's willingness to delegate effectively
- to explode common myths about delegation

## About the activity

The activity is in two parts. Part 1 involves dividing the group into teams (up to four) with 4-6 participants per team. Each team has a set of 8 illustrated cards, placed face-down on the table and someone takes the first card and reads it aloud.

The team then discuss the issue and whether they agree with the statement on the card. This general statement about delegation is followed by a comment from a 'manager'. Do the team agree with the comment?

Key issues include the idea that 'it is quicker to do it yourself', the fear managers may have of losing their value, the importance of deciding who should be delegated to and the need to use delegation as a staff development tool.

Part 2 is a practical activity. Participants again work in teams, but you may want to re-formulate them. The teams represent Robin, a manager who has four tasks to be done but doesn't have time for them all. Robin has three staff who could be delegated to – which tasks should be delegated, which should they keep for themselves and, if delegating, which task should be given to which member of staff?

This second part reinforces some of the lessons of the first part and gives practice at actual delegation so that teams experience for themselves some key issues.

## Pack contents

Card deck including:

- Overview & Pack Contents
- Part 1 Facilitator Notes
- Part 1 Set of Illustrated Cards x4
- Part 1&2 Key Issues
- Part 2 Facilitator Notes
- Part 2 Team Briefs x4
- Part 2 Three Staff Profiles x4
- Part 2 Suggested Best Fit x4

This activity is for face-to-face training. It is supplied as a hard copy pack.

## Repeat use licence & volume pricing

Run as much as you like with up to four teams (no reproduction of cards allowed). Distribute to managers across your organisation and ask about volume pricing discounts.


## Ideally suited to

Line managers or Trainers. Ideal as a stand-alone session as a reminder of key delegation lessons. Or use as a quick starter on any management training session.

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### Customer reviews

-  Northgate activities are **fantastic!** They are really supporting our talent programmes that we're running.  
*Holly Drew, Learning & Development Partner, Haven*
-  We use a lot of Northgate activities and we **love** the teambuilding nature of the activities to **drive awareness**.  
*Mandy Knott, L&D Manager, allpay*
-  Northgate Training activities are **very easy to use** and are **professionally produced** - always a professional and speedy service too - thank you!  
*Jacky Holmes, Trainer, JH Training & Development*



### Trainer's role (full guidance supplied in Facilitator's Notes)




- Divide participants into teams. You can have up to four teams at a time with 4-6 per team.
- Issue 8 illustrated cards to each team for them to discuss in turn. They deal with key aspects (and some myths) about delegation.
- Teams note their responses to the cards (20-30 minutes).
- Debrief the session using the Key Issues card.
- Explain how Part 2 works. Teams represent manager Robin and make some key decisions about what to delegate and to whom. Or they may decide not to delegate at all (20 minutes).
- There are three staff profiles and a list of four key tasks.
- Lead a debrief on how the teams worked and what their decisions were.
- Debrief the session using the Suggested Best Fit card.

### Northgate says...

Overall, an easy-to-run, basic dive into delegation skills plus a practical experience to reinforce key lessons. Great discussion and an encouragement to delegate more and develop staff.

Distribute across your organisation to upskill teams with effective delegation skills!

### Ordering is easy!

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### Fast delivery

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### Our guarantee

If you are not 100% happy we offer a 30-day no-quibble returns service on unused goods.



### Northgate customers

