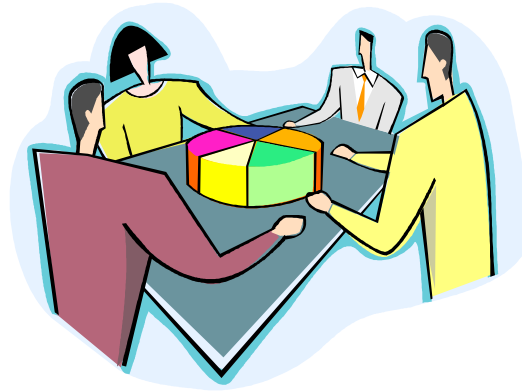


Effective Delegation for Managers and Supervisors



Successful Delegation – Indispensability is Not a Virtue!

Successful managers get work done through others, yet many managers struggle to turn loose of key tasks. They look busy, but fail to leverage talent around them to move their career and the organization to a more strategic level. We'll cover some of the key principles that leaders use to delegate and thereby develop their team members and allow more time for the “big ticket” issues. (And, yes, this works outside of work as well!)

We'll cover:

- Steps every delegating manager should take to ensure success from the get-go
- Considerations for determining the best delegatee
- Successfully communicating to ensure beautiful completion the first time
- Setting success measurements that allow the delegatee to monitor him/herself

This workshop will be held on Wednesday, March 21, 2012
at Mel Rapton Honda
3630 Fulton Avenue, Sacramento and I-80
(9:00 am—11:00 am)

Cost: Silvers retained client rate is \$45 per person; non-clients pay \$95; Silvers HR Connection pay \$55.

Please **RSVP** by **March 7th** to Mary Patterson at (916) 791-8506 or mary@silvershr.com

