

DELEGATION

SYLLABUS

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Written & Delivered By:



PEREGRINE

— GLOBAL SERVICES —

ACADEMICS • LEADERSHIP • PUBLICATIONS

DELEGATION

Overview

Delegation is the assignment of any authority to another person to carry out specific activities. It is one of the core concepts of leadership. However, the person who delegated the work remains accountable for the outcome of the delegated work. Delegation is also used to develop others by increasing their proficiency levels. The purpose of this module is to teach the skill of delegation.

Learners

This module is designed for anyone who desires to learn how to delegate more effectively.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Module Author

The author for this module is Peregrine Global Services, headquartered in Gillette, Wyoming. Materials from a variety of sources may have been utilized in the development of this module.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Understand the importance of delegation.
2. Implement strategies to delegate.
3. Apply the IDEALS approach for delegation.
4. Apply the correct, situationally appropriate, approaches for delegation.

Curriculum

<u>Section</u>	<u>Topics / Subtopics</u>
Section 1: Understanding Delegation	<ul style="list-style-type: none"> • 5 Reasons to Delegate • Understanding Delegation • The Steps of Successful Delegation

Section 2: Delegating for Diehards	<ul style="list-style-type: none"> • Delegating for Diehards Video • Four Strategies for Delegation
Section 3: The IDEALS Approach	<ul style="list-style-type: none"> • Why Does Delegation Sometimes Fail? • Why is Delegation Hard? • Delegation based on the IDEALS Approach
Section 4: Levels of Delegation	<ul style="list-style-type: none"> • 7 Reasons to Delegate • Levels of Delegation • 10 Examples of Delegation Approaches
Section 5: Summary and Assessment	<ul style="list-style-type: none"> • 15 Principles for Leading a Successful Team Article • Assessment

References and Additional Readings

Dudeva, L. (05 Jun 2017). 15 principles for leading a successful team.

<https://www.plushr.com/blog/managing-your-team/15-principles-for-leading-a-successful-team>.

Delivery

The module is delivered using Peregrine’s Learning Management System (LMS) known as CMAD. Instruction is asynchronous with online learning activities.

Assessment

In each section, there are in-progress quizzes and short exercises to ensure understanding of the instructional content.

A completion certificate is issued when the learner obtains at least 80% on the final exam, which includes a question based on each learning outcome.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Section 1: Understanding Delegation	0.5

Section 2: Delegating for Diehards	1
Section 3: The IDEALS Approach	0.5
Section 4: Levels of Delegation	0.5
Section 5: Summary and Assessment	0.5
Total Hours	3