



**Presenter:**

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Delegating can be challenging. Struggling to delegate might be based on wanting something to be done "right" (*the way we do it*), being uncomfortable asking others to do something, letting go of control, and a host of other reasons. This can lead to running out of time – and energy – to get things done. It can make leaders feel they are constantly putting out fires and often not being able to measure the real results of your efforts. When we build on a strong foundation of SMART goals (*Specific, Measurable, Attainable/Action oriented, Realistic/Relevant/Recorded and Timely*), then use our time optimally and delegate intentionally – it puts the leader back in the driver's seat.

**Workshop Objectives**

Participants will learn to:

1. Utilize a system of structuring work priorities based on levels of urgency and importance
2. Understand the theory of diminishing returns-more isn't always better
3. Identify a tool to use to see where your time actually goes
4. Recognize the steps to take to overcome procrastination
5. Develop good ideas into achievable and successful goals
6. Recognize your delegation style and the barriers that keep you from delegating successfully
7. Identify keys to effective delegation
8. Understand what different types of employees need from you when you delegate to give them the best chance for success

**Target Audience** All healthcare managers, both experienced and new in their role

Consider taking this workshop if the following are mostly true for you:

- I work hard but still end up taking work home frequently
- Many times I feel like my work and personal life are out of balance
- Prioritizing what to focus on when there are multiple demands is challenging for me
- I often procrastinate
- I find myself often doing the job I was promoted from
- It is getting harder for me to meet all my deadlines
- I don't have time to plan
- I often find myself getting involved in the details of my employee's work
- I delegate willingly, but am not getting the results I expect from my employees
- When it's time for my performance appraisal, it is sometimes hard to articulate if I met my goals or not
- I struggle to write succinct and specific goals - they are often too vague, general, or difficult to measure
- I work hard and my employees do too, but I am not sure how to demonstrate our achievements through targeted results

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If you would like more information about the *RWHC Leadership Series*, please [email Education Services Manager, Carrie Ballweg](#), or call 608-643-2343.