

Tidewater Community College) Delegating For Business Success (BUSC 1537)

Course Introduction and Objectives: Today's workplace demands new ways of working and increased productivity with fewer resources. This updated take on the fundamental skills of delegating will unlock resources of time and opportunity for managers, team leaders and peers working in traditional, cross-functional or virtual situations. This course is presented by Tidewater Community College in cooperation with the American Management Association (AMA).

Textbook: *Delegating for Business Success*, by Janice Fisher Chan, American Management Association, Saranac Lake, NY, ISBN-13: 978-0-7612-1434-2.

Teaching Methods: This course will be taught in a participative lecture format that includes class discussion and problem solving.

Course Schedule:

<u>Topic</u>	<u>Subjects Covered</u>
1-2	<u>Delegating –More Important Than Ever:</u> What is delegating?, why delegate?, and why hesitate to delegate?. Followed by Recap and Review questions.
3	<u>Delegating to Get Results:</u> Requirements for successful delegating, principles of successful delegating, and the delegating process: an overview. Followed by Recap and Review questions.
4	<u>Planning to Delegate:</u> Planning to delegate: an overview, deciding what to delegate, and selecting the right person. Followed by Recap and Review questions.
5	<u>Delegating a Job:</u> Explaining the job, asking for a plan of action, and agreeing on how to monitor the work. Followed by Recap and Review questions.
6-7	<u>Monitoring and Evaluating a Delegated Job:</u> The monitoring process, evaluating the results of a completed job, evaluating your own performance, rewards efforts and successes, and what if things go wrong? Followed by Recap and Review questions.
8	<u>Delegating in Other Situations:</u> Delegating to teams, delegating to colleagues and co-workers, virtual delegating, and handling work that someone delegates to you. Followed Recap and Review questions.
9-10	<u>Final Examination:</u> Post Test.

Continuing Education Units (CEUs): Upon completion of this course students are awarded 1 non-graded CEU, and a Certificate of Completion in Delegating For Business Success

Continuing Occupational-Technical Education: Students may apply this course as an elective for the AMA Certificates in both Human Resources or Supervision.