

Half day workshop on
Delegation to Develop the Team

May 29th 2010

Organized by
National Centre for Quality Management
Mumbai

INTRODUCTION

You grow to the next level due to your personal qualities –job knowledge, competent personal performance, initiative, motivation and a reasonable degree of interpersonal skills. These very skills might make you feel as a team leader or supervisor that you can do all the work by yourself. These very qualities become at the supervisory level.

The most important difference at the leadership level is to realize and understand that there is too much for one person to achieve and other employees are assigned to assist or work together. The one who understand this critical difference is a successful leader and grows up the ladder. Most important aspect of successful leadership is effective delegation and team development.

CONTENTS

The course aims at covering the following areas:

- ✓ What is delegation
- ✓ Three elements of delegation
- ✓ Advantages of delegation
- ✓ Myths of delegation
- ✓ Excuses for not delegation
- ✓ 10steps of effective delegation
- ✓ Do and Don't of delegation
- ✓ Building Trust
- ✓ Succession Planning
- ✓ Delegation to Teams

METHODOLOGY

Games, Case study and Roleplay.

WHO SHOULD ATTEND

First time Managers, Team Leaders, Potential Team Leaders. Supervisors, Group Leaders

TIMING

: Registration: 9.15 AM.
Sessions: 9.30 AM to 1.00 PM. Followed by lunch

FEES

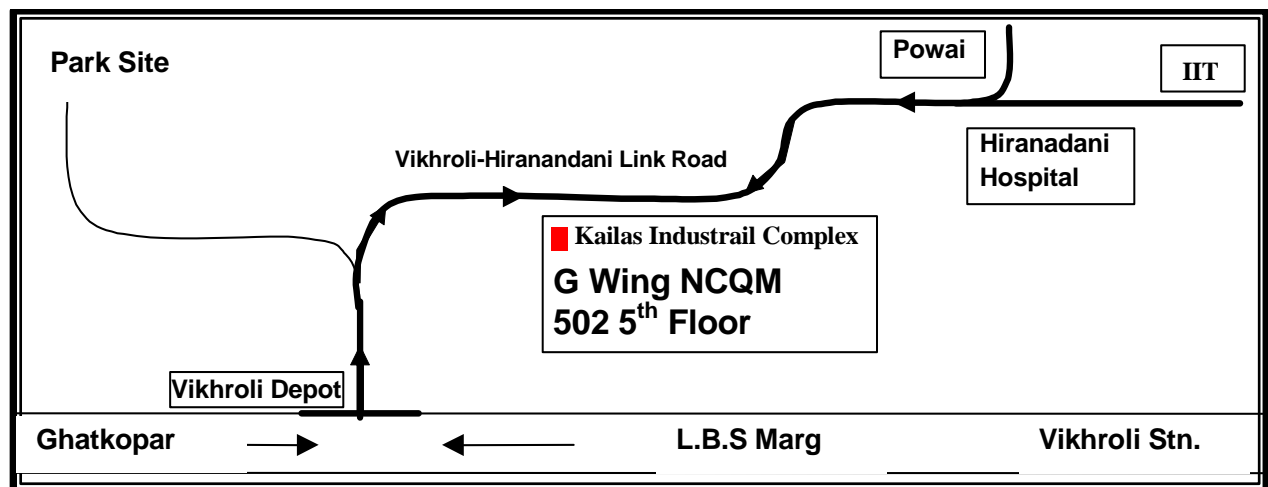
: Rs. 1,000/- per participant
Rs. 800/- per participant (for NCQM Members and group registration of 3 or more participants)

Plus Service Tax 10.3%

Registration on first come first basis

(Fee include course material, cost of certificate, lunch, tea/coffee)

VENUE : NCQM Learning Centre, 5th Floor, G-502,
Kailas Industrial Complex, Vikhroli – Hiranandani Link Road,
Vikhroli (W) Mumbai 400 079.



REGISTRATION

Please send nominations accompanied by workshop fee in favour of National Centre for Quality Management by demand draft / Cheque payable at Mumbai,

To,

Programme Co-ordinator

National Centre for Quality Management

G-501-503, 5th Floor, Kailash Industrial Complex, Parksite
Vikhroli – Hiranandani Link Road, Vikhroli (W), Mumbai – 400 079.

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FACULTY

Mrs. Lakshmi Murthy

She is MBA in HR from Pune University 1991 Batch.

She has total 18 years experience across range of responsibilities in HR management. Has set up a dedicated team and developed **over 30 major courses for learning and development of larger organization.**

Pioneered and championed eLearning setup for facilitating learning of teams dispersed across the globe. Was part of preparation and assessment team for PCMMi level 3 assessment of a large IT services company.

Active user of techniques like competency mapping, coaching and mentoring, internal audits of range of HR functions.

ORGANISER

National Centre for Quality Management (NCQM)

- ❖ NCQM was established in 1985 by a group of enlightened industrialists and professionals to spread the culture of quality in the Indian economy.
- ❖ A Not-for-profit premier professional organization engaged in dispensing quality related services to various sectors of Industry through seminars, training, education, publication, research and advisory services.
- ❖ NCQM has already conducted more than 1000 programmes and seminars related to Quality management, Environment Management, Occupational Health & Safety Management and HR related areas.
- ❖ NCQM has its Headquarters in Mumbai and Extension Centres at Ajmer, New Delhi, Navi Mumbai, Pune and Rajkot.