

Delegating for business success

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Abstrak

Empower staff and the organization with savvy delegation skills for 21st-century success. Delegation has always been an essential supervisory and managerial competency. In today's lean, competitive workplace, it's a survival skill for organizational success. This lively new look at an old skill addresses today's delegation challenges with a workable plan and many practical exercises to ensure successful implementation. Discover what delegating really involves and learn to make confident delegating choices. Readers will learn how to: ? Respond rapidly to changing circumstances and employ time and resources more productively ? Delegate effectively in team, virtual and cross-functional environments ? Assess your own delegating ability and address your hesitations about delegation ? Give employees the authority and responsibility they need to get the job done ? Avoid common mistakes of delegation, including reverse delegation ? Identify which types of tasks and responsibilities should be delegated and which ones should not ? Monitor the delegation process, evaluate progress, identify problems and reward success ? Improve goal-setting, prioritizing, planning, communication and feedback skills ? Delegate across the organization, to peers, subordinates and team-members. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.com.