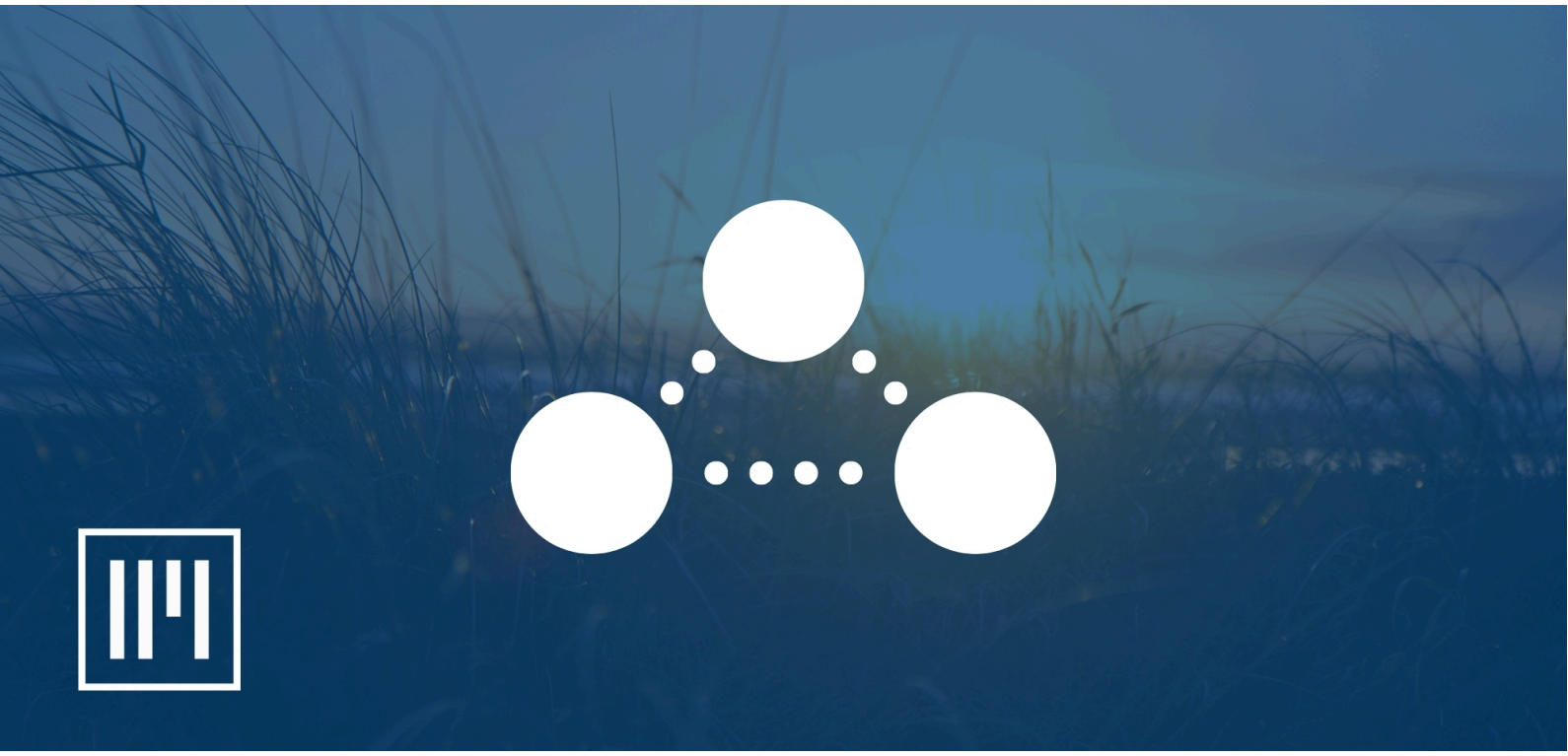
IPI Academy

MANAGEMENT forum



Presented by
Management Forum

Delegation That Works: Letting Go Without Losing Control

26 February 27

Struggling to let go? This practical one-hour management training course helps you delegate with confidence – clarifying expectations, matching tasks to the right people, and maintaining oversight without becoming a bottleneck. Build a more capable, motivated team while freeing yourself to focus on what matters most.

Format:
Free webinar

CPD:
1 hours for your records

Certificate of completion

Overview

Effective delegation is an essential management skill. It creates time for managers to focus on their priorities while developing the capability, confidence and independence of their teams. Without it, managers can become bottlenecks, retaining work that others could undertake and limiting opportunities for people to develop.

Yet knowing the benefits does not always make delegation easy. Common barriers include believing "it's quicker to do it myself", concerns about quality, reluctance to overload colleagues, previous disappointing experiences and a fear of losing control. Some managers also find it difficult to let go of work they enjoy or that reinforces their sense of expertise.

This practical one-hour session explores how to overcome these barriers and delegate with greater confidence. Participants will consider what to delegate, whom to involve and how to establish clear expectations, appropriate authority and useful follow-up.

Key areas covered:

1. **Why delegate – and what gets in the way?**
   Exploring the benefits of delegation for managers, team members and the wider organisation. The session examines common reasons for holding on to tasks and how to distinguish legitimate concerns from habits and assumptions that restrict delegation.
2. **The link between delegation and motivation**
   This short section explores how matching tasks to people's interests, capabilities and development can build engagement while avoiding simply passing on unwanted work.
3. **Choosing what to delegate**
   Recognising tasks that offer useful opportunities to share responsibility and develop others, while identifying decisions and responsibilities the manager needs to retain.
4. **Setting people up to succeed**
   Clarifying the required outcome, quality standards, deadline, available resources and limits of authority.
5. **Agreeing support and review**
   Matching support to the individual's experience and confidence, with agreed checkpoints and clear expectations about when to raise concerns.

Benefits of attending

By the end of this session, participants will be able to:

- Explain the benefits of delegation for themselves and their teams
- Recognise common barriers and identify ways to address their own reluctance to delegate
- Understand how delegation can support motivation and development
- Select suitable tasks and match them to appropriate people
- Communicate expectations, authority and support clearly
- Maintain appropriate oversight while encouraging ownership and independence

Who should attend?

This series is ideal for anyone who leads, supports or works with others and wants to get the best from the people around them. Whether you're new to leading a team or an experienced leader looking to refresh your approach, you'll gain practical skills and techniques to build stronger relationships, develop others, improve performance and create a more effective, motivated team.

Presenter



Geoff Marsh

Geoff Marsh is the Managing Director of Dansam Ltd, a training company that began in September 1999.

Geoff started his career as a presenter in 1986 on the Lloyds Bank's 'Customer First' Programme. This was one of the largest series of roadshow workshops in the world at that time. The programme was seen by approximately 70,000 staff.

Geoff has presented courses with Management Forum for nearly 20 years.

In addition he has delivered training and coaching programmes for Robert Bosch Ltd, London Underground, Scottish and Newcastle Breweries, Rohm and Haas, Serono Pharmaceuticals, Domino Printing UK Ltd, Kall Kwik Printing, The Engineering and Physical Sciences Research Councils, Linton Lubricants, Halliburton, Interserve Project Services, The Midlands Co-op Funeral Division and many others.

Geoff has particular expertise in the financial services sector and his clients include organisations such as Coutts, Acin, Barclays Wealth, Lombard Odier, Lloyds Bank IPB, JP Morgan, Citibank, Bank Of Vietnam, Bank Of Singapore, Siam Commerce Bank, Bank of Georgia, Caledonia Investments, Unigestion, Taib Securities, , Asquith, Cheviot Asset Management, Ernst & Young, Nationwide, Fleming Family and Partners and Rothschilds. His work for these organisations has ranged from management and leadership skills, teambuilding, communication, presentation skills, front line sales and negotiation training as well as dealing with demanding clients, cold calling and asking for referrals.

As a trainer and presenter, Geoff has been involved with conferences, seminars and roadshows for organisations such as Kall Kwik, The Color Company, Alphagraphics, Regus, Great Western Railways, Wessex Water, Vision Box, Viapath and The Zoological Society of London.

Geoff is an international trainer and presenter and has worked outside the UK for organisations such as United Airlines, American airlines, Qatar Airways, BNP Paribas, HSBC, OCBC, Maybank and Unichem

He has been a visiting lecturer on the Swiss Finance Institute executive IWEMBA (International Wealth Management Executive MBA) programme. He has been a guest lecturer with the IE Business school in Madrid and has worked with the Singapore Wealth Management Institute (WMI) and the Singapore Management University for more than 14 years on their Masters in Finance programme (in conjunction with the Singapore Management University and the Nanyang University of Technology.

In addition Geoff is also much sought after as a presenter and after-dinner speaker. He has had his own weekly radio shows on Swindon FM and Swindon 105.5. He is the author and co-author of several books including 'High Performance Presentation Skills', 'A Sixty minute Guide To Powerful Presentations', 'A Sixty minute Guide to Developing Key Accounts' 'A Sixty Minute Guide To Franchising', and 'A Sixty Minute Guide To Direct Mail'.

Course date

26 February 27

Free webinar
09:00-10:00 **UK (London)** (UTC+00)
Course code 17785

How to book

Online:
ipi.academy/3447

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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ALEKSANDRA BEER
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com



YESIM NURKO
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com



Harry ALTAMONT
Tel: +44 (0)20 7749 4749
Email:
inhouse@ipiacademy.com

IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

10-12 Rivington Street
London EC2A 3DU

ipi.academy
Tel: +44 (0)20 7749 4749
Email: info@ipiacademy.com