



THE PRACTICE OF DELEGATING: LEARN HOW TO EMPOWER EMPLOYEES BY DELEGATING RESPONSIBILITIES

For New and Entry Level Managers

DATE & LOCATION

Wednesday, July 18, 2018

9:00 am – 3:30 pm

**Handelman Conference Center
7090 Samuel Morse Drive
Suite #400
Columbia, Maryland**

Registration & breakfast begin at 8:30am.
Doors open at 8:15 am

TARGET AUDIENCE

- **ALL Departments** Managers/Supervisors with **TWO** or less years of experience
- **ALL Team Leaders** of **TWO** or less years who have direct reports

CE — 5.5

- Administrator
- Assisted Living Manager
- Social Work
- Activity Managers

Fees

- LifeSpan Members — \$165
- Nonmembers — \$265

PROGRAM

Can you delegate effectively to optimize your time? Involve and motivate employees while developing their skills? Rely on your employees while increasing their self-sufficiency? In this course you will discover how much you can delegate and to whom. Establish a contract with your employees that they will follow. And know what to do and how to maintain trust when a delegated assignment goes wrong.

OBJECTIVES

1. Define what tasks can be delegated and who to delegate to
2. Prepare delegation briefs based on your staff's motivations
3. Adapt to your staff's skills and independence
4. Monitor your delegated assignments and give feedback to develop your staff's skills and independence
5. Bring a delegated assignment that goes wrong back in line, while maintaining trust and positive relationships

SPEAKER

**Tangie Newborn, President,
Immense Business Solutions**

A national known speaker and author, Tangie is president of Immense Business Solutions, a full-service consulting and management company for businesses, government agencies, associations and nonprofits nationwide to include strategic planning, diversity and inclusion development, training, organizational development, fundraising/ sponsorship, diversity & inclusion, business planning & sales strategy development. Newborn has more than twenty-five years of nonprofit management experience, with a background that includes executive management. She served as executive director of several member associations.

AGENDA

8:30 - 9:00 AM Registration/Breakfast

9:00 - 10:15 AM

- Defining the scope of the delegation
 - Understanding what delegation is and what its key challenges are
 - Deciding what should and should not be delegated

10:15 - 10:30 AM Break

10:30 AM - 11:00 AM

- Conducting a delegation meeting
 - Starting with the motivation of the person you are delegating to
 - Being clear about your Expectations
 - Taking into account the employee's self-sufficiency

11:00 - 12:00 PM

- Monitoring the delegation
 - Managing the monitoring points
 - Acknowledging the progress made
 - Bringing a delegated assignment that goes wrong back in line

12:00 - 12:30 PM Lunch

12:30 - 2:15 PM

- Making delegation part of your management style
 - Becoming familiar with the various management styles
 - Adapting your management style to people or events encountered
 - Empowering your employees through delegation

2:15 - 2:30 PM Break

2:30 - 3:30 PM

- Defining which employees to delegate to according to their skills and independence
 - Planning and communicating how and when they will report back
 - Taking into account the employee's self-sufficiency

3:30PM Adjourn

Continuing Education

This program is sponsored by the Beacon Institute. This program is approved for 5.5. The program is approved by the National Certification Council for Activity Professionals (NCCAP) for continuing education for activity professionals. continuing education hours. This program is approved by the National Continuing Education Review Service (NCERS) of the National Association of Boards of Examiners of Long Term Care Administrators. This program is approved by the Maryland Board of Social Worker Examiners for Category I continuing education for social workers in Maryland. The program is approved by the Office of Health Care Quality (OHCQ) for continuing education credits for assisted living managers.

Registration Policies

1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

Cancellation Policy

Refunds, minus a \$25 processing fee per registrant, will be honored if requested in writing five (5) business days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification.

Inclement Weather Policy

If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are **CANCELLED**. Registrants will be contacted regarding rescheduling arrangements.

SEMINAR LOCATION

HANDELMAN CONFERENCE CENTER

7090 SAMUEL MORSE DRIVE

SUITE #400

COLUMBIA, MD 21046

(Located at rear of building)

Registration Form

The Practice of Delegating: Learn To Empower Employees by Delegating Responsibilities Wednesday, July 18, 2018

PLEASE PRINT. Copy this form for multiple registrants. Please register and return by July 13, 2018.

Name _____ Title _____

Email (Work) **Required** _____

NH Administrator License # _____ NAB CE Registry ID # _____

Facility Name _____

Facility Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax _____

Fees: LifeSpan Members: **\$165** Non-members **\$265** Total Amount Due \$ _____

Please mail with check payable to: **The Beacon Institute**, 7090 Samuel Morse Drive, Suite #400, Columbia, MD 21046

Or fax with credit card information to **410.381.6061**



Name on Card _____ Account No. _____

CVV2 Security Code _____ Expiration Date _____ Signature _____

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