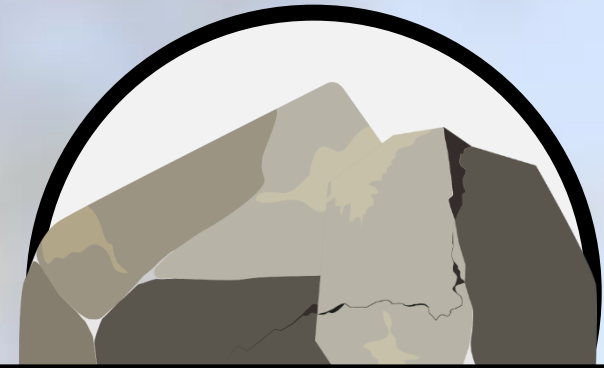




SAN MANUEL
HUMAN RESOURCES
GUIDING PROGRESS. DEVELOPING PEOPLE.

Learn 2 Lead

**Effective People
Management**



Big Rocks



Pebbles



Sand



Leading to Drive Results

- Communicate using actions and CLEAR expectations to increase team effectiveness.
- Prioritize work based on urgency and importance, using provided time management skills and tools.
- Delegate work to team members effectively, considering whether the delegation is for strength or stretch.



CLEAR Expectations

Check-in Periodically

Listen for barriers and concerns

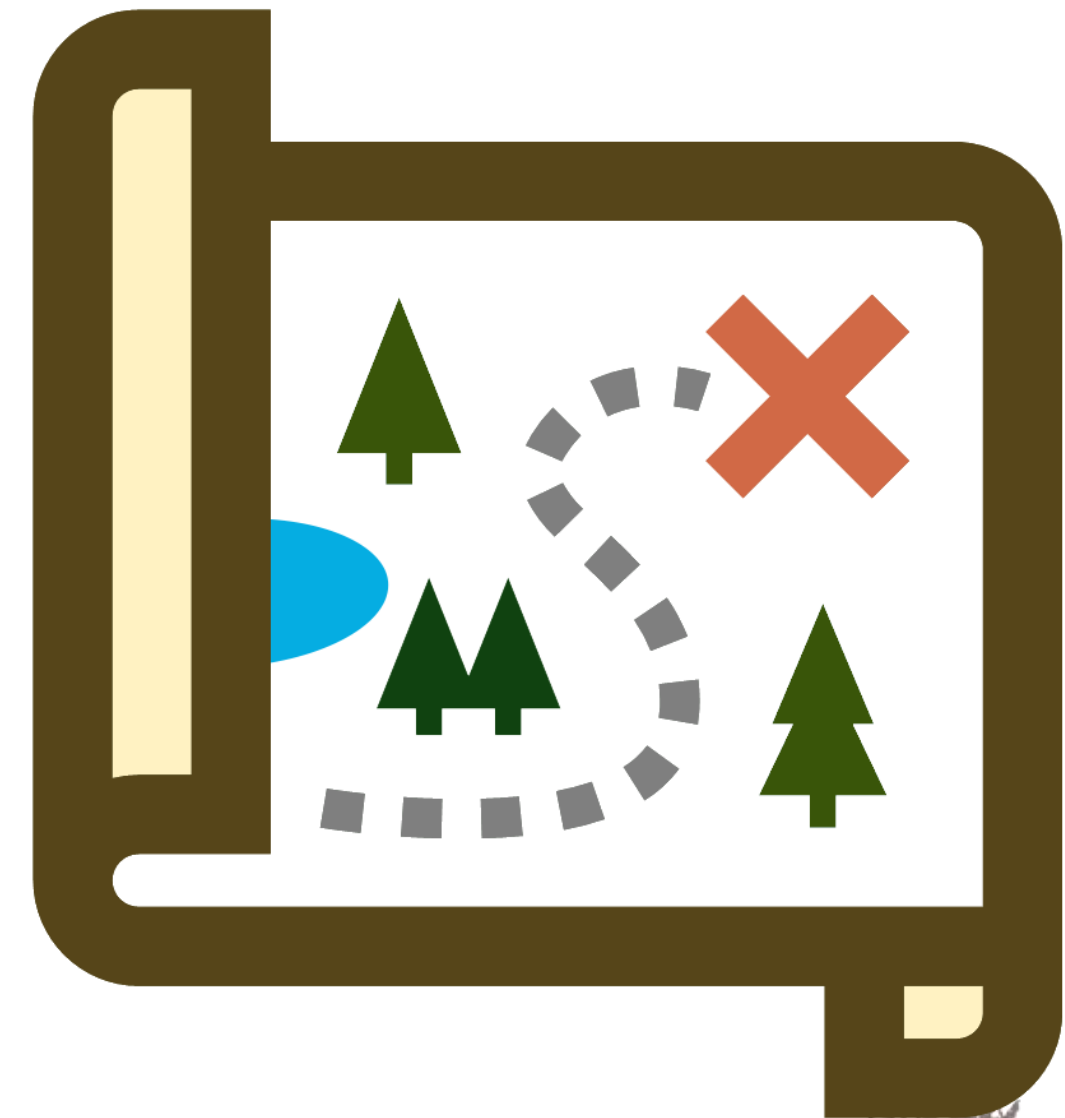
Explain the impact

Ask questions for understanding

Review requirements for success

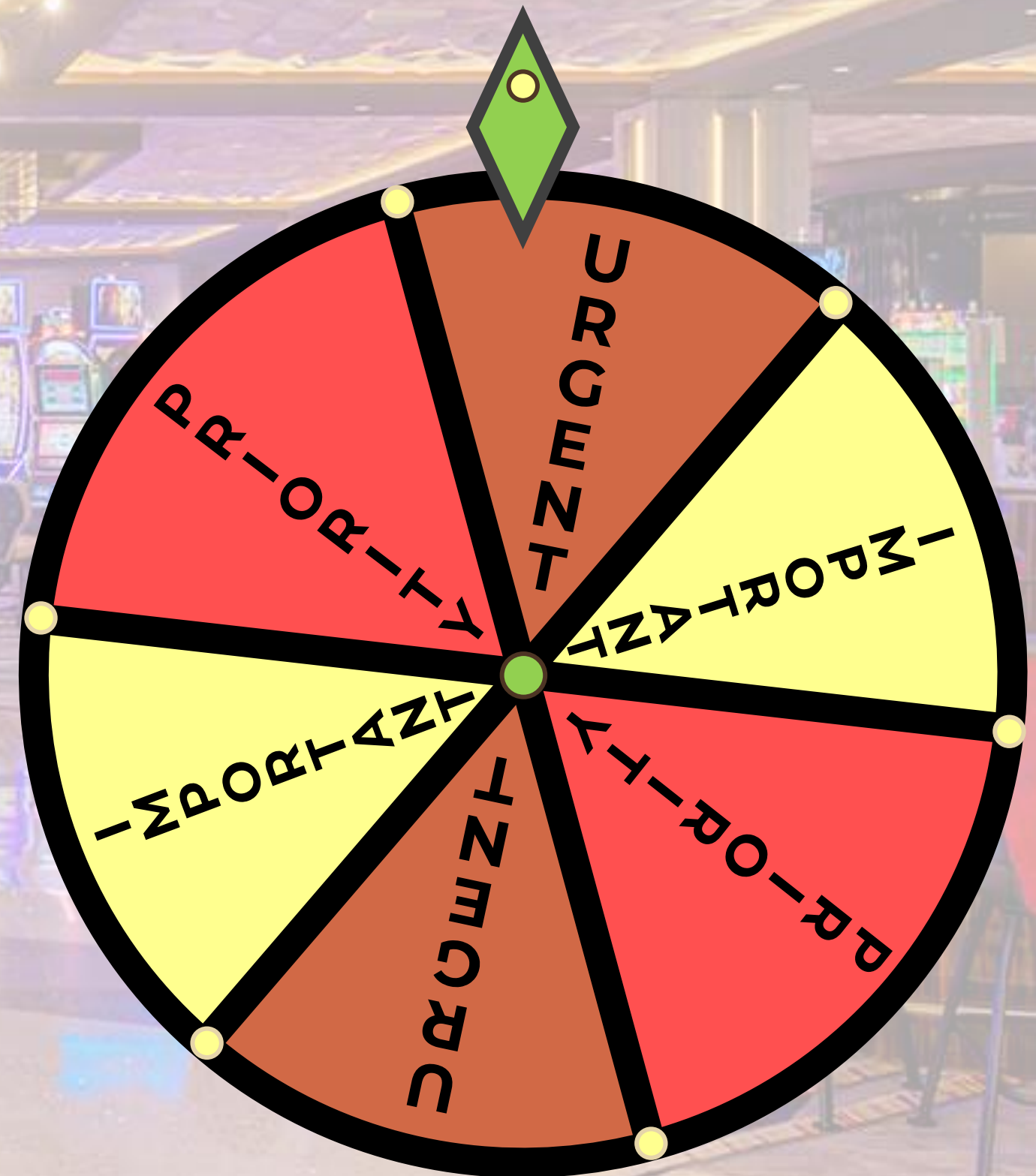
Lost in Communication

- Use the worksheet on page 4 of your Participant's Guide
- Decide if each expectation is CLEAR or not
- If not, add the missing pieces to make it CLEAR

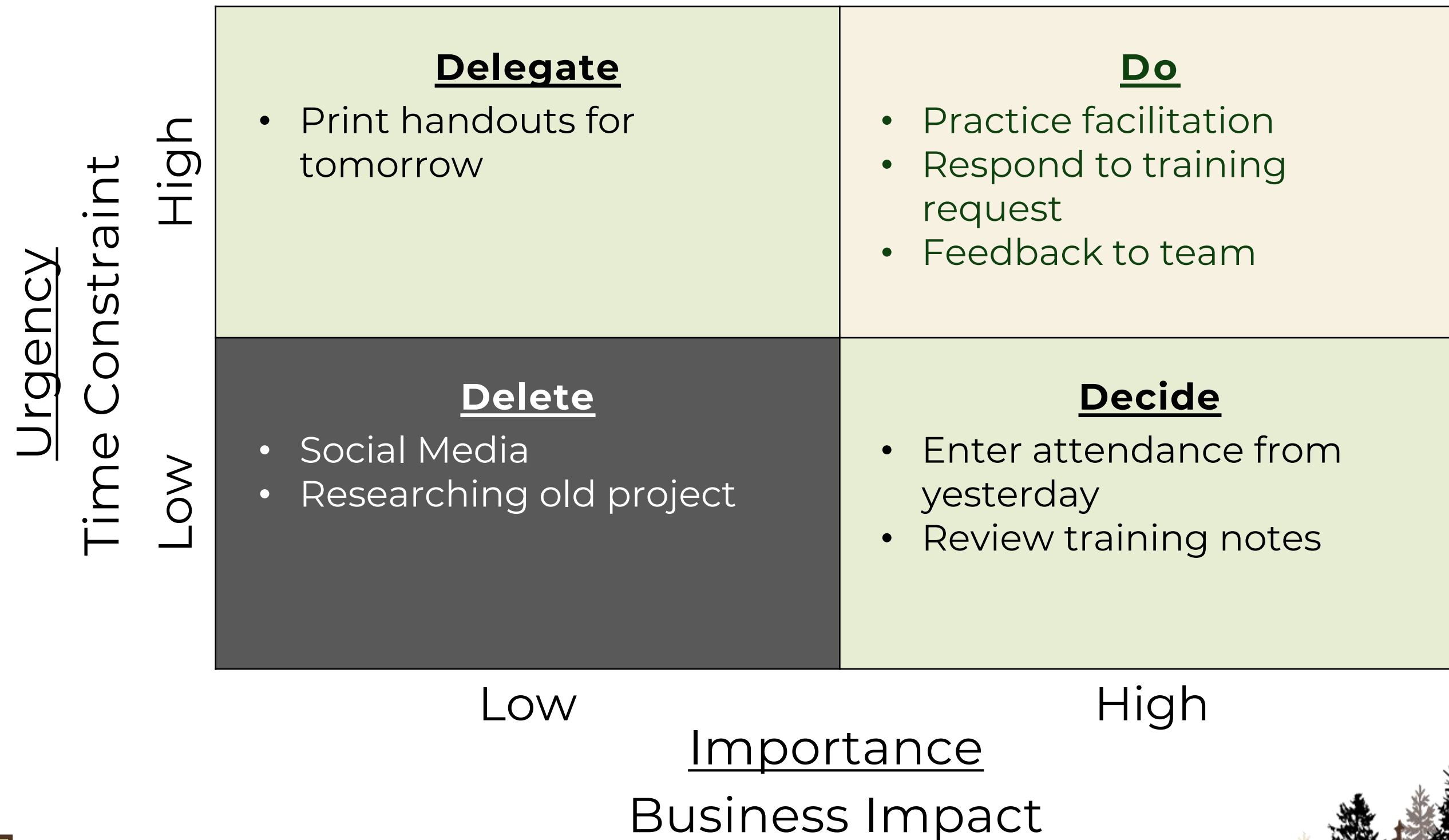


Prioritization

- How do we know what's a priority?
- How do we know what's important?
- How do we know what's urgent?



My Eisenhower Box



Grow Your Delegation Mindset

- 
- ✘ I'm the only one who can do this right
 - ✘ It'll go faster if I just do all of this myself
 - ✘ If I don't do these things, why does my team need me?
 - ✘ If I don't do this, my boss or team will be disappointed
 - ✓ Developing others strengthens the team and lightens my load
 - ✓ Delegating has long-term time management benefits
 - ✓ Your value as a leader is in the way you lead your team
 - ✓ It's important to distribute work based on load & priority

Purposeful Delegation



**Workload
Management**

“Sanity”



**Utilize Team
Strengths**

“Skill”



**Develop
Team
Members**

“Stretch”

Delegation Scenarios

- Form into groups of 3
- The facilitator will provide a scenario with tasks a leader needs to delegate
- Use a Delegation Plan worksheet
- Share the decision and have a discussion?
- Consider the Readiness Factors in the scenarios
 - What are the relevant Readiness Factors for this situation?
 - How does your team members meet or need to meet the expected level of readiness?
 - Decisions based on Stretch vs Strength



An aerial photograph of a dense forest of evergreen trees, likely spruce or fir, covering a hillside. The trees are a deep green color, and the perspective is from a high angle, looking down on the canopy. A horizontal grey bar is overlaid across the middle of the image, containing the title text.

Reflection & Closing