

itd Delegation for Lawyers



Overview

This workshop is practical and focuses on giving lawyers the guidance they need to delegate successfully.

Delegating is a key skill for any lawyer as they develop their career and increase their responsibility. It is also a required behaviour if the firm is to grow, as junior lawyers rely on being delegated to.

Delegating is often not given the time and focus it requires for a successful outcome. This workshop gives lawyers a simple framework to follow in order to increase the chances of success.

Participants & Size of Group

Lawyers – 12 Max

Duration

2 – 3 hours

Outcomes

By the end of the workshop participants will have;

- ✓ Reviewed the importance of delegation.
- ✓ Gained a tool for deciding how to delegate tasks both within the team and with other departments.
- ✓ Looked at how they delegate.
- ✓ Created personal actions.

Workshop Style

Fee earners work on and discuss their practical experience of delegating.

Pre Workshop Activity

Participants consider their challenges with delegating.

Post Workshop

Emailed action plans.

Agenda

- Introduction and objectives.
- Impact of not delegating.
- Challenges with delegating within the team and to other teams.
- Benefits of delegating.
- Different styles of delegating based on the activity and the person being delegated to.
 - Directing.
 - Explaining.
 - Coaching.
 - Giving.
- Understanding the person delegated to and their perspective.
- Preparing to delegate, delegating, and following up on the delegation.
- Learnt behaviours and successful habits.
- Summary of workshop.
- Personal action plans.