

NIXEDONIA

Definition: **Nixedonia** - [ni.khe.'dʊ.ni.θ.] - Eng. (noun.)
"the joyful condition of anticipated success."

Определение: **Nixedonia** - [Нихедония] - (сущ.)
"радостное состояние ожидаемого успеха."

DELEGATION SKILLS

Success doesn't come overnight. It takes more than inspiration but also planning, hard work, and, importantly for easily-distracted lawyers: perseverance. If we do not regularly schedule Business Development into our hectic schedules each week, it most likely won't ever happen. You will always be too busy. You will always have other work to do. We can make a thousand justifications to not do something- especially if we don't want to do it nor are certain how to do it. But remember that billable hours are only our income for today: Business Development hours are our income for tomorrow and all the future days then after. And so, otherwise, the years will pass, and like a leaf upon a stream, snuggled safe within our comfort zone, we will drift along wherever the currents of fate might take us. Unfortunately, it may well not take us where we would like to go! Even if we are fortunate and no rapids or waterfalls dash us and sink our dreams, this passivity is a grave mistake. This comfort in inaction is an illusion. One day we might find that we are stuck in some stagnant backwater, and the way ahead seems lost. Our career journey doesn't have to be like this. Not at all. While the rivers ahead won't always be calm, and we'll definitely be drawn back more than once, we must sail onwards. Yet, we can still enjoy the flow, and control our route. As in the N of the Nixedonia logo, the graph of our progress will nevertheless, despite the inevitable setbacks and disappointments, show a positive trend. We must not be afraid to fail. By learning to swim, we are less likely to go under; we are more likely to reach our destination. We will certainly fail. Again and again. And that is OK. We will learn from that, and try harder. We will sail, not drift. We will succeed in our personal growth, in our wealth, and in our freedom. And finally, along this great journey, we will attain Nixedonia and thereafter reach any shore that we desire. Anywhere...

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ADVANCED BUSINESS SKILLS SESSIONS

Effective Delegation

A course for those moving towards management positions covering how to delegate clearly and effectively, how to manage the delegation process, and how to deal with issues if things go wrong. Constructive and honest feedback techniques are also addressed.

Delegation is one of the most important management skills. These logical rules and techniques will help you to delegate well (and will help you to help your manager when you are being delegated a task or new responsibility - delegation is a two-way process!).

Good delegation saves you time, develops you people, grooms a successor, and motivates.

Poor delegation will cause you frustration, demotivates and confuses the other person, and fails to achieve the task or purpose itself.

Hence "Effective Delegation" is a management skill that's worth improving.



COURSE DETAILS	
Course title:	Effective Delegation
Duration:	2, 4, or 8 Hours
Course type - international or regional:	Regional
Delivery method - classroom, eLearning, blended etc:	Classroom
DELEGATE PROFILE	
Target audience	Senior Fee Earners
Career level:	Support professionals - any level
Attendance by nomination/ request/ other - compulsory?:	Nomination or request
CPD points	tbc
Suggested Group Size	6-8 people
SESSION INFORMATION	
IT requirements	Projector or TV screen for computer would be useful
LEARNING OBJECTIVES/OUTCOMES - what will delegates learn/be able to do as a result of attending the course?	
<ul style="list-style-type: none"> ■ State what the definition of delegation is ■ Understand what stops managers from delegating ■ Articulate the benefits of effective delegation ■ Know and use the appropriate 5 degrees of delegation ■ Practice how to delegate effectively using the LARGER and SMALLER instruments ■ Practice using questions to review progress and give feedback on their progress ■ Identify tasks that can be delegated and the best team member to delegate these tasks to 	



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