



# It's Okay to Let Go: Delegating Boot Camp for Experienced Managers and Supervisors

## DATE & LOCATION

**Tuesday, June 12, 2018**  
**9:00 am – 3:30 pm**  
**Handelman Conference Center**  
**7090 Samuel Morse Drive**  
**Suite #400**  
**Columbia, Maryland**

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

## TARGET AUDIENCE

- **ALL Department:** Managers / Supervisors with three or more years of experience
- **ALL Team Leaders** who have direct reports and have three or more years of experience

## CEU — 5.5

- Administrator
- Assisted Living Manager
- Social Worker

## FEES

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

## PROGRAM

This fast-paced, intensive one-day seminar gives you real-world practice in delegation strategies that will reduce your stress level, empower your staff, and build morale. Put this delegation skills training to work for you to pin-point the right task, the right time, and the right person to help you maximize productivity for you and your team.

## OBJECTIVES

1. Differentiate between effective and ineffective delegation.
2. Determining responsibilities that can be delegated and those that cannot.
3. Describe the criteria for picking the right person for delegation
4. Describe and Demonstrate the process for effective delegation.
5. Describe what to consider when delegating to a group of people.
6. Describe how to handle your reluctance to delegate.
7. Describe how to handle resistance.
8. Describe how to monitor progress appropriately without micromanaging.
9. Describe how to provide useful coaching to ensure success.

## 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**

- Understanding Delegation
  - Define delegation and describe the steps in the delegation process
  - List reasons people avoid delegating
  - List benefits of delegating
  - Differentiate between effective and ineffective delegation

**10:15-10:30 AM Break**

**10:30 AM - 11:00 AM**

- Assessing Opportunities and Candidates for Delegation
  - List responsibilities that can be delegated and that cannot
  - List the criteria for selecting appropriate candidates for delegation
  - Describe the degree to which you are an empowering delegator

**11:00 AM - 12:00 PM**

- Setting Expectations and Providing Support
  - Describe how to conduct a delegation meeting
  - Identify areas of considerations for delegating to a group of people
  - Describe how to influence a peer to accept delegation of a task

**12:00-12:30 PM Lunch**

**12:30-2:00 PM**

- Handling Your Reluctance and Their Resistance
  - Describe the emotional dimensions of delegation
  - Describe how to handle your reluctance to delegate
  - Describe how to handle resistance to your efforts to delegate

**2:00-2:15 PM Break**

**2:15-3:30 PM**

- Describe how to monitor progress appropriately without micromanaging
- describe how to provide useful coaching to keep delegates on track
- State how to provide recognition, reinforcement, and rewards

**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

### 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

#### It's Okay to Let Go: Delegating Boot Camp for Experienced Managers and Supervisors

**Tuesday, June 12, 2018**

**PLEASE PRINT.** Copy this form for multiple registrants. Please register and return by **Jun 7, 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 \_\_\_\_\_

**Credit Card Billing Address** \_\_\_\_\_

**Card Holder Email Address** \_\_\_\_\_