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COURSE BROCHURE

Priority Setting and Delegation Effectiveness Training Course

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Geneva

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Priority Setting and Delegation Effectiveness Training Course

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Priority Setting and Delegation Effectiveness is a 1-week training course for professionals and first-line managers who carry more requests than hours, and it produces a Personal Effectiveness Operating Plan. Lean structures now push decisions and workload downwards, so people who cannot rank demands, hand work on or say no become bottlenecks. This course on Priority Setting and Delegation Effectiveness is delivered by Jupiter Prime Training.

Why Priority Setting and Delegation Effectiveness Matters Now

Three pressures shape priority setting and delegation today: flatter structures that widen spans of control, matrix reporting where several bosses claim the same hours, and hybrid schedules that blur focus time and availability. A professional who ranks work against goals, protects blocks for deep tasks and delegates with clear authority multiplies output and develops colleagues. One who cannot is busy all day yet misses targets. The course draws on SMART Specific, Measurable, Achievable, Relevant, Time-bound goal setting, the Eisenhower matrix, the RACI Responsible, Accountable, Consulted, Informed chart and habit loop research.

Who Gains Most from Priority Setting and Delegation Effectiveness

- First-line managers who allocate tasks across small teams
- Professionals who juggle requests from several internal clients
- Specialists stepping into their first supervisory responsibilities
- Coordinators who must influence colleagues without formal authority
- Team members preparing to take on larger portfolios

A unit that sends a first-line manager with two of their senior staff gains most, because delegation agreements can be drafted by both sides together.

Priority Setting and Delegation Effectiveness Capabilities

Participants leave able to choose what to do, what to hand on and what to decline, and to sustain that choice daily.

- Specify SMART goals that link daily tasks to unit objectives — line manager
- Apply time blocking and the Eisenhower matrix to protect high-impact work — internal clients
- Design delegation briefs with clear authority levels and check-ins — direct reports
- Communicate assertive refusals and renegotiations without damaging relationships — senior colleagues
- Weigh influencing tactics for colleagues outside the reporting line — project partners
- Build habit loops and energy routines that sustain focus through the week — personal performance

Key Priority Setting and Delegation Effectiveness Terms

- SMART goal — an objective that is specific, measurable, achievable, relevant and time-bound, so progress can be checked.
- Time blocking — reserving fixed calendar periods for named tasks, treating them as appointments with oneself.
- Delegation level — the degree of authority handed over, ranging from gather facts to act and inform afterwards.
- RACI chart — a grid showing who is responsible, accountable, consulted and informed for each task.
- Assertive refusal — declining or renegotiating a request clearly and respectfully while offering an alternative where possible.
- Habit loop — the cue, routine and reward cycle that turns a deliberate behaviour into an automatic one.

Priority Setting and Delegation Effectiveness Day by Day

Day 1: Goals and Personal Impact

- Role Purpose Statement — Clarifying Where Personal Effort Adds Most
- SMART Goal Cascade — Linking Daily Tasks to Unit Objectives
- Workload Inventory — Listing Every Recurring and One-Off Demand
- Impact and Effort Grid — Ranking Tasks by Return on Time
- Energy Pattern Mapping — Matching Demanding Tasks to Peak Hours

Day 2: Ranking and Scheduling Work

- Eisenhower Matrix — Separating Urgent Noise From Important Work
- Time Blocking Templates — Protecting Focus Periods in the Calendar
- Weekly Planning Ritual — Setting Three Priorities Before Monday
- Interruption Log — Measuring and Reducing Avoidable Breaks
- Buffer Planning — Leaving Capacity for Unplanned Requests

Day 3: Delegating With Confidence

- Delegation Readiness Check — Matching Tasks to Skill and Will
- Seven Levels of Delegation — Setting Authority for Each Handover
- Delegation Brief Template — Defining Outcome, Limits and Check-Ins
- RACI Chart — Clarifying Ownership Across Shared Tasks
- Follow-Up Rhythm — Monitoring Without Taking Work Back

Day 4: Assertiveness and Influence

- Assertive Refusal Scripts — Declining Requests While Preserving Relationships
- Renegotiation Conversations — Trading Deadlines and Scope With Requesters
- Influence Without Authority Model — Building Support From Peers
- Stakeholder Expectation Setting — Agreeing Response Times and Standards
- Upward Priority Conversations — Asking Managers to Rank Competing Demands

Day 5: Practising the Personal Effectiveness Operating Plan

- Weekly Plan Rehearsal — Applying Matrix and Time Blocks to Real Workloads
- Delegation Role Play — Using Briefs With Retail and Engineering Cases
- Refusal and Renegotiation Drill — Testing Scripts With Peer Feedback
- Habit Loop Design — Building Cues and Rewards for New Routines
- Personal Effectiveness Operating Plan — Completing Goals, Schedule and Delegation Map

Applying Priority Setting and Delegation Effectiveness After the Course

- Run the weekly planning ritual for four consecutive weeks and log how many protected blocks were kept.
- Delegate one recurring task using the delegation brief template and agree check-in points with the colleague.

Priority Setting and Delegation Effectiveness Questions FAQ

What is Priority Setting and Delegation Effectiveness and why does it matter now?

Priority Setting and Delegation Effectiveness is the ability to rank work by impact, protect time for it and hand the rest on with clear authority. It matters now because flatter structures load more decisions onto fewer people.

Which roles gain most from Priority Setting and Delegation Effectiveness training?

First-line managers, professionals serving several internal clients, new supervisors and coordinators who influence without authority gain most, in settings from hospital administration to engineering contractors.

How does Priority Setting and Delegation Effectiveness differ from a stress management course?

Priority Setting and Delegation Effectiveness targets the causes of overload: unclear goals, poor scheduling and work that should be handed on. A stress management course focuses on coping and recovery; this course reshapes workload itself.

What do you bring back from Priority Setting and Delegation Effectiveness training?

You bring back SMART goals, a time-blocked weekly template, delegation briefs, refusal scripts and two new habit loops, assembled into one plan ready for Monday.

Priority Setting and Delegation Effectiveness: The Way Forward

The Personal Effectiveness Operating Plan first informs which tasks a participant delegates or declines in the first week back. Participants use it to plan each week, direct reports use its delegation briefs to act with confidence, and line managers use it to agree priorities. After a month, revisit the delegation levels, as colleagues will be ready for more authority.