THINK productive

Delegate to Elevate

Empower Your Team. Reclaim Your Time.

Delegate like a Productivity Ninja – Transform your Organization

By optimizing the way your people delegate, you can build an organization of thinkers, not overloaded, responsibility-burdened managers. Done well, delegation empowers your team to think and problem-solve in new ways. Done badly, or not at all, it just means everything still runs through you.

This workshop shares our proven approach to brilliant delegation, helping your people see how their own delegation style affects others. You'll leave with a concrete delegation plan, built during the session, and the confidence to reclaim time while building a culture of engaged, motivated problem-solvers.

A fully customizable session

We recommend:

In-person or online | 3hrs | Up to 20 people

What you'll learn & do

This workshop empowers your teams to:

- Take an honest look at what's actually stopping you from delegating, and work through it
- Learn the BESTWOW framework for effective, confident delegation
- Consider the strengths of the people around you, so work goes to the right person, not just whoever's free
- Build a concrete delegation plan during the session, ready to use immediately

- Explore how AI can help create clear task briefs, uncover hidden assumptions and prepare confident follow-up conversations

94% of participants would recommend our workshops

Who is this workshop for?

- Managers who hold onto work they know they should pass on, because it feels quicker or they worry it won't be done right
- L&D or HR leads whose managers are overwhelmed and stretched, needing a session that directly reduces workload and stress
- Leaders whose teams aren't being developed or stretched because work isn't distributed well
- Anyone wanting to leave with a concrete delegation plan, not just a list of principles to think about later

What this workshop offers

- **Built for real trust, not just task-handoff.** Goes beyond "what to delegate" into why letting go feels hard in the first place.
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **A format that fits.** 3 hours, in person or live online, for up to 20 people.
- **AI as an ally.** Practical ways AI can help create clear task briefs, uncover hidden assumptions and prepare confident follow-up conversations.

What you'll do

You'll start by taking an honest look at what's actually stopping you from delegating, whether that's a fear it won't be done right, or simply not knowing how to hand something off well. From there, you'll learn the BESTWOW framework, a practical system for delegating with clarity instead of vague instructions and crossed fingers.

You'll spend real time considering the strengths of the people around you, so delegation goes to the right person for the right reason, not just whoever's available. By the end, you'll have a concrete plan for what you're delegating and how, built during the session itself, covering the productivity and communication benefits as well as the reduction in your own stress.

What happens when delegation works

When teams delegate with intention, everything changes:

- Work goes to the person best placed for it, not just whoever's available
- Managers get real time back, instead of holding onto everything themselves
- Team members grow into more responsibility, instead of staying under-stretched
- Trust builds both ways, because outcomes are clear even when the method isn't identical
- The whole team starts thinking and problem-solving, instead of waiting to be told

Arqiva

"Understanding that I need to trust others. I'm not the only person who can do some tasks, and the way I do things may not be the way others do, but the required outcomes can still be achieved."

Benefits & Results

The most immediate benefit is a plan: a concrete, personal delegation plan built in the room, not a list of principles to apply someday. But the deeper shift is cultural. Once delegation happens with real trust and clarity, the whole team starts thinking and solving problems, instead of one person carrying it all.

What your organization gets

Less time lost to overloaded managers doing work that isn't theirs to hold onto, and a team that's more developed, more stretched, and more engaged as a result.

The results

96% of participants rated the session 4 or 5 out of 5

Kind Events

"Lots of useful and practical tips and tools. Crucially, it really helped me shift my thinking around delegation, highly recommended."

Why it matters

Delegation doesn't fail because people don't understand it, it fails because letting go feels riskier than just doing it yourself.

- Managers hold onto work because it feels quicker, or because they worry it won't be done right
- Without a clear system, delegation happens vaguely, so outcomes are unpredictable and trust erodes
- Teams stay under-stretched and undeveloped, because work isn't being distributed with any real intention

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"Can't wait to delegate :)"

Workshop Participant

Crown Prosecution Service

Your workshop. Your way.

We recommend a **3-hour** workshop for a team of **up to 20 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person | Online

Group size

Recommended: up to 20 | Keynote size: Unlimited

Duration

Recommended: 3 hours | Keynote length: 90 mins-2hrs