# NOTE: This is a template - please adapt the wording to reflect your role, priorities, and agency context before submission. Remember to delete this.

# Business Case: Request for Approval to Attend *Delegation Without Drama*

Practical delegation skills to reduce overload, build trust, and get work delivered on time

## Applicant Details

|  |  |
| --- | --- |
| Name: |  |
| Position/Level: |  |
| Branch/Division: |  |
| Agency: |  |
| Supervisor’s Name: |  |

Date of Submission:

## 1. Summary of Request

I am seeking approval and funding to attend Delegation Without Drama, a leadership and collaboration course designed specifically for Executive Level public servants. This proven program is specifically designed for APS Leaders to focus on building the practical skills and confidence required to delegate effectively, reduce personal workload, improve team performance, and keep delivery on track.

## 2. Course Overview

- Title: Delegation Without Drama

- Provider: Reflecting Power (Ian Higginbottom)

- Format: Live online, 5 workshops + group coaching + optional coaching

- Start Date: 13 October 2025

- Cost: $2700 +GST

- Website: <https://reflectingpower.simplero.com/delegation>

## 3. Relevance to My Role and the Agency’s Priorities

* As a [brief description of your role], I regularly need to deliver results through others, which means how I delegate directly shapes the results we deliver.
* This program will help me delegate more effectively, build confidence, clarify expectations, and follow up without micromanaging.
* It aligns with our agency’s priorities around building capability, supporting sustainable workloads, and strengthening leadership at the middle-management level.
* The course is practical, action-focused, and aligns with APS leadership principles and the realities of managing in complex environments.

## 4. Expected Benefits

I expect attending *Delegation Without Drama* will give me practical skills I can apply immediately to enhance my own performance and that of my team including:

* Improved ability to manage my workload and focus on strategic priorities
* More effective coordination of work across my team and and stronger follow-through
* Increased accountability, clarity, and trust in working relationships, reducing the risk of rework or missed outcomes
* Support healthier workloads by reducing stress and burnout risk – for myself and others
* Bring back beneficial tools I can share with colleagues and direct reports

## 5. Time Commitment and Impact on Duties

* 4 x four-hour workshops across eight weeks. No full days out of office.
* 5 90-minte coaching sessions + optional ‘office hours’ up to ten hours coaching.
* Sessions are online so there is no travel time
* Sessions are on Mondays when I work from home
* No disruption to operational priorities

## 6. Teaching Methodology

* Training and coaching are spread out over eight weeks. This means I will be able to implement the learning from a workshop, reflect on how it goes and get feedback and support from the program coaches.
* The training contrasts with typical two-day training that requires entire days out of the office and provide no coaching support for implementation.
* I will integrate the learning directly into my day-to-day to work and expect the improvements in team productivity will repay the time I spend in training. - No disruption to operational priorities

## 6. Recommendation

I recommend approval of this request as a timely, relevant and practical development opportunity.

Delegation is at the heart of leading in complexity, and building these skills will help me focus on the priorities that matter most, while still supporting teams to succeed. This course will strengthen how I manage workload, build trust, and deliver outcomes, for benefits that will flow directly to the branch and the agency.

## Supervisor Approval

☐ Approved   ☐ Not Approved

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Comments (optional):

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