



EFFECTIVE DELEGATION

Course Outline

Course overview and duration

Being able to delegate tasks responsibly and effectively is fundamental to good working practice in nearly all professional environments. This is not an innate skill however, but something that people acquire through learning and experience.

This one-day course aims to help delegates maximise their work potential and that of their workgroup, by delegating the right things, at the right time, to the right people.

Who will benefit from this course?

This course is suitable for anybody who is responsible in their workplace for delegating tasks and duties to other colleagues.

What you will learn:

- Clearly identify what delegation is and the benefits of delegating more.
- Use the appropriate management style to gain the best results.
- Develop the confidence and competence of individuals in your team.
- Boost levels of motivation in the workplace.
- Use a simple structure to delegate with confidence.
- Deliver meaningful feedback and set achievable objectives.

All delegates will leave the training with a personalised action plan.