



for more information call
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 **Delegation**

Achieving Through Others

Delegation is the process of transferring authority and responsibility for a task without losing accountability.

The ability to delegate effectively is a key skill for every manager. It reduces workload and stress while developing the recipient of the delegated task.

Benefits

This course is designed to help those responsible for achieving their objectives through others. Participants will:

- Learn how to delegate effectively
- Understand how to delegate, follow up and monitor delegated tasks
- Explore the benefits of effective delegation for both themselves and their staff

Content

The course will include the DOs and DON'Ts of delegation and explore the benefits of effective delegation.

For those who find delegating difficult the course will provide techniques that will allow the participant to delegate with confidence.

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