

# The Art of Delegating Effectively



Delegation is often one of the hardest skills for a manager to master. However, the skill can be learned.

This **one-day workshop** will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

## How You Will Benefit

At the end of the workshop you will be able to:

- Clearly identify how delegation fits into your job and how it can make you more successful
- Identify different ways of delegating tasks
- Use an eight-step process for effective delegation
- Give better instructions for better delegation results
- Ask better questions and listen more effectively
- Recognise common delegation pitfalls and how to avoid them
- Test your delegation skills.

## What You Will Cover

- What is delegation?
- Why delegate?
- Picking the right person
- The delegation meeting
- Levels of authority
- Giving instructions
- Communication skills
- Monitoring delegation
- Practicing delegation
- Giving feedback
- Becoming a good delegator

### What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialised manual and course materials

**YES! Enrol me now!**

## REGISTRATION FORM

### The Art of Delegating Effectively

Participant's name:	_____	Position:	_____
Organisation:	_____		
Work Address:	_____		
Phone:	_____	Email:	_____
Credit card type: <b>MasterCard / Visa Only</b>			
Name on card:	_____	Amount:	_____
Credit Card Number	_____	Expiry Date	_____
Signature	_____		

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