

EFFECTIVE DELEGATION

Duration

Usually half a day or as part of Introduction to Management

Who the course is suitable for

Managers and supervisors with 6 months or less experience

Description

Effective delegation in the right hands, ensure, maximum efficiency within a department.

Delegates will learn how to delegate and be delegated to.

Practical experience to take back to the workplace.

Learning Objectives

To understand why, how and when delegation is effective.

- o Why delegation is so difficult
- o What delegation isn't
- o Delegating to the right people
- o Aspects of delegation
- o Performance standards
- o Taking responsibility
- o Delegation as part of a Business Plan

Prerequisites

An open mind and a desire to improve existing skills.

It's helpful for delegates to have an understanding of Corporate goals at their workplace

Type of Programme

Structured workshop with time for interaction and planning

Delivery

Available as a public or in-house workshop

For teams of up to 12 across all managerial levels

Can be very effective when delivered to an entire team

Individuals from a variety of backgrounds can learn together

TO BOOK A WORKSHOP OR DISCUSS YOUR TRAINING NEEDS CALL: 020 8473 0261