

Modules:-

Module 1: Why Delegate?

Module 2: What is Delegation?

Module 3: Picking the Right Person

Module 4: The Delegation Meeting

Module 5: Levels of Authority

Module 6: Giving Instructions

Module 7: Communication Skills

Module 8: Monitoring Delegation

Module 9: Practicing Delegation

Module 10: Good Delegator

DELEGATION: THE ART OF DELEGATING EFFECTIVELY

COMFORI SDN BHD

Objectives

- **Clearly identify how delegation fits into their job and how it can make them 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.**
- **Recognize common delegation pitfalls and how to avoid them.**

This workshop will explore many of the facets of delegation and empowerment, including when to delegate and who to delegate to. The workshop 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.