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**DELEGATION: THE ART
OF DELEGATING
EFFECTIVELY**

Delegation: The Art of Delegating Effectively

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

MODULE OUTLINE

- 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

WHO SHOULD ATTEND

Executive
Non-executive
Managers