



## OVERVIEW

Effective delegation is one of the most valuable skills you can master. It reduces your workload and develops employee skills. Delegating prepares employees who work for you to be able to handle your responsibilities and simultaneously allows you to advance to other career opportunities within your organisation. This workshop will explore many of the facets of delegation and empowerment, including when to delegate process step-by-step to see where the pitfalls lie and what we can do about getting around them.

## WORKSHOP 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

## WHO SHOULD ATTEND?

Executive, Non-Executive, and Managers

## WORKSHOP OUTLINE

- Why delegate?
- What is delegation?
- Picking the Right Person
- The Delegation Meeting
- Levels of Authority
- Giving Instructions
- Communication Skills
- Monitoring Delegation
- Practicing Delegation
- Good Delegator

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