



WORK DELEGATION

ONE DAY TRAINING COURSE

COURSE OVERVIEW

This course is designed for managers and individuals who are working in an office environment in a team to achieve their shared objectives.

This session will mainly focus on developing and uncovering their inborn delegation skills to impart into the overall organizational development for better productivity, efficiency and performance.

COURSE OVERVIEW

We normally do not wish to delegate our routine tasks with the fear of delegating our powers to the other employees. We have to address this misconception and create an environment of sharing and caring to produce better results at work. Delegating the task with authorities to act in your absence is the key to a healthy work environment. We will train the participants to be more aware of the fact that until they start delegating their routine tasks they won't learn new things.

ONE DAY | 0900 - 1700 HRS
USD 1,400.0 / SESSION
15 PARTICIPANTS

COURSE CONTENT

What is delegation?

- Definition of delegation
- Why managers don't delegate
- Paired exercise and group discussion

Effects and benefits of good delegation

- Effective delegation
- Past experiences of delegation
- Key principles for effective delegation
- Group exercise

COURSE CONTENT

How to delegate effectively

- An exercise of how not to delegate
- What we can learn from this exercise
- Art of delegation
- Six steps to effective delegation
- Delegation preparation checklist
- Assigning tasks for delegation
- Facilitator demonstration & exercise
- Monitoring progress & giving feedback
- Asking questions to review progress