

Effective Delegation Skills



Introduction

Delegation can be used either as an excuse for dumping failure onto the shoulders of subordinates, or as a dynamic tool for motivating and training your team to realise their full potential. This course focuses on the latter, giving delegates a full understanding of the benefits of delegation as well as some practical techniques for truly effective delegation.

Who should attend

Managers, supervisors or team leaders who want to increase the efficiency of their teams will benefit from this course.

Duration

1 day

Course Outline

- ◆ Understand delegation and its benefits
- ◆ Use the 5 levels of delegation to maximise your delegation opportunities
- ◆ Define the 10 steps to delegating successfully
- ◆ Understand how empowerment is important to successful delegation
- ◆ Assess how your own team works together
- ◆ Practice your communication skills in order to delegate effectively
- ◆ Use delegation as a motivational tool

How to Book

You can choose from the following options:

- ◆ Call our TRAINING CENTRE on 01189 778562
- ◆ Email us at our specially designated TRAINING CENTRE address:

info@mass-trainingcentre.com

