

Delegation

Course length: 45 mins*

Course Code: 103080BT031

This course focuses on the benefits of delegation. It shows you the best way to delegate tasks so that you can be more efficient at work.

Benefits for the Learner

Effective delegation presents managers with a win-win situation! Not only will it free up more of your time to concentrate on other critical aspects of the business, it will allow your team members to develop new skills, become more self-reliant and feel more valued as a result of the added responsibility.

This course explores the key elements of successful delegation, the situations when it is appropriate to delegate and the importance of managing and monitoring delegated tasks effectively.

Benefits for the Business

If your managers have the skills and knowledge they need to delegate successfully, the spin-off benefits for the organisation are significant – from greater productivity and increased bottom-line profits to a more motivated, stable and skilled workforce.

This course will help your managers to understand the benefits of effective delegation to themselves, their staff and your business. It is packed with tips and techniques to help them delegate more frequently and more successfully.

What Does the Course Cover?

- The benefits of delegation
- How delegation and coaching work together
- Why delegation is under-used or avoided
- The key elements of successful delegation
- When to delegate
- Managing delegation

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.