289-P25-VE

Virtual

7 hours

Course Description:

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 organization. This course will explore many of the facts of delegation, including when to delegate and whom to delegate to. We will also go through the delegation process step by step and learn about techniques to overcome problems.

Target Audience:

This course is designed for the Senior level

Course Objectives:

By the end of this course, participants will be able to:

- Identify how delegation fits into their job and how to use an eight-step process for effective delegation
- Explain how to give better instructions for better delegation results, and monitor them

Course Outline:

Module One: What is Delegation?

Session One: What is Delegation?

- Why to Delegate?
- What is Delegation?
- Picking the Right Person
- The Delegation Meeting
- Putting it into Practice
- Assignment

Module Two: Delegation process

Session One: Delegation process

- Giving Instructions.
- Monitoring Delegation.
- Practicing Delegation.
- Giving Feedback
- Becoming a Good Delegator
- Missing Assignments
- Assignment

Assessment Strategy:

- 40 % Assignments between sessions
- 60 % Participation
- 60 % cut-off score of total grades, which is "100".

Upon Successful Completion of this Course, participants will obtain:

0.6 CEUs

Course Language:

English

Prerequisites:

None.