



Delegation - The Art of Delegating Effectively

Description: *Delegation is one of the hardest skills for a manager to master. However, the skill can be learned. This course will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.*

Session One: Course Overview.

Session Two: Why Delegate?

Session Three: What is Delegation?

Session Four: Pre-Assignment Review

Session Five: Picking the Right Person

Session Six: The Delegation Meeting

Session Seven: Levels of Authority

Session Eight: Giving Instructions

Session Nine: Communication Skills

Session Ten: Monitoring Delegation

Session Eleven: Practicing Delegation

Session Twelve: Giving Feedback

Session Thirteen: Becoming a Good Delegator

- Workshop Wrap-Up