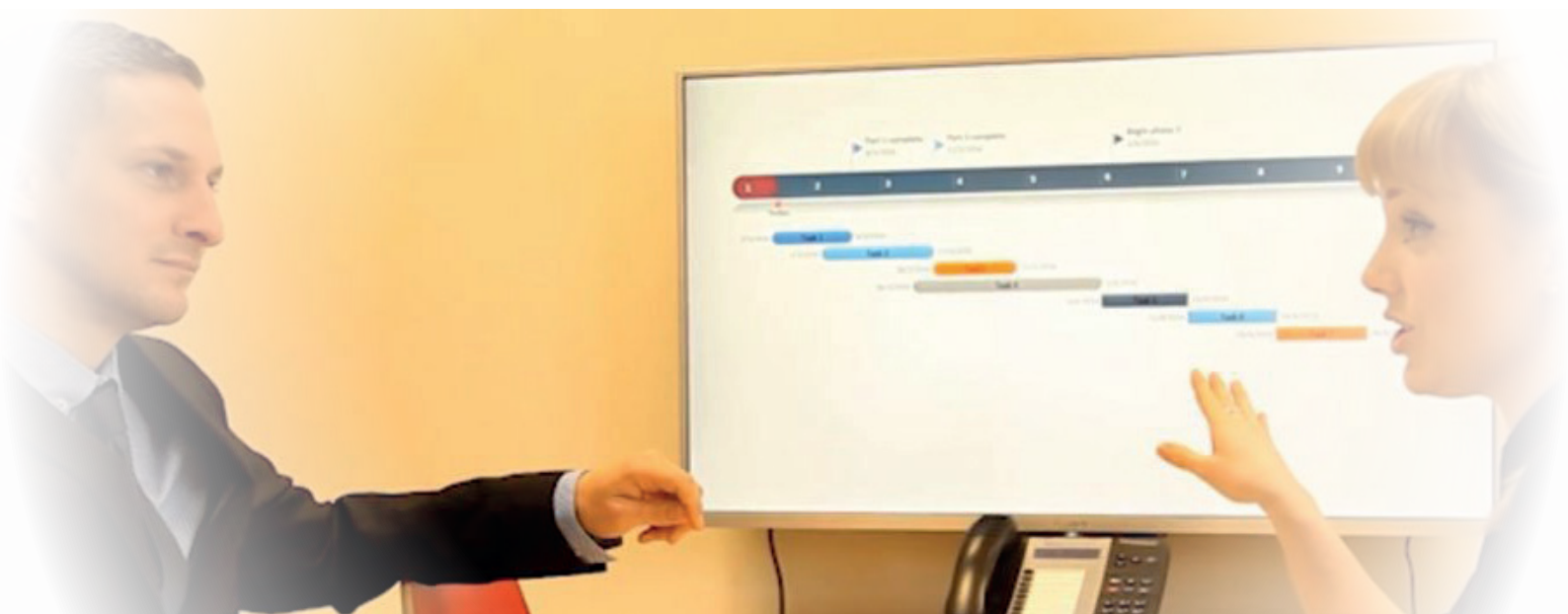




EFFECTIVE DELEGATION

Course Number
VEL0415

Time Required
110 minutes

Assessment
Formal (multiple choice)

Approvals
CPD

Effective delegation is an essential skill to learn if you want to be an effective manager.

After all, the best managers don't strive to be super-heroes.

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

Instead, they are exceptional at picking good people to do what they need to have done, and then letting them get on with it. However delegating effectively can be difficult. It means identifying the right tasks to delegate, overcoming barriers to delegation and taking the time to delegate properly so that everyone knows what they're expected to do and by when.

When it's done right the benefits are numerous and improve the working lives of everyone involved from the managers to the staff and it has wide ranging benefits to the organisation as a whole. This course will start with the essentials – defining exactly what we mean by delegation and why it's so important. It then goes into details about, the elements of delegation, overcoming the barriers to delegation, how you can choose which tasks to delegate and who to the process of delegation and much more.

Suitable for:

Care, Education
and Commercial



Modules:

- The course structure
- What is delegation, and why is it so important?
- Elements of delegation
- The benefits of delegation
- Overcoming the barriers to delegation
- Choosing what to delegate
- Who you should delegate to
- The process of delegation
- Completion, follow-up and evaluation