



## EFFECTIVE DELEGATION SKILLS

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| <b>Aim:</b>            | To understand the role of delegation in leading others at work.   |
| <b>Target group:</b>   | This course is aimed at those who lead teams and are responsible for delegation but have some challenges in understanding how to delegate.  |
| <b>Course content:</b> | <ul style="list-style-type: none"><li>• What is delegation?</li><li>• Defining delegation</li><li>• The differences between delegation and allocating work</li><li>• The rewards and the barriers of delegation</li><li>• What to delegate</li><li>• Delegation exercises</li><li>• Process for effective delegation</li><li>• Delegations and controls</li><li>• Action planning for delegation.</li></ul> |
| <b>Duration:</b>       | 90 minute webinar: downloadable replay available.   |
| <b>Certification:</b>  | All delegates will receive a Megamorphose Certificate of Attendance in order to record continuous professional development.   |