



Effective Delegation

Duration: 3 hrs

Learning Aims:

- Delegation: what is it and the benefits
- Identifying tasks for delegation:
 - What and when
 - To who
 - How

How good is your Delegation activity?
- Understanding the importance of making effective and efficient use of people's knowledge and skills to achieve objectives
- Exploration of techniques to identify the appropriate person for a task
- Delegation vs. empowerment
- Barriers to delegation and tools to overcome them
- Delegation process

Session will include group discussion on real life issues and activities for self-awareness and critical self analysis