

The Art of Delegation

Duration: **Two Hours**

Method: **Digital Credentials Issued**

Run by **Accredited MCBI**

Facilitators.



Course Overview

You will learn how to better delegate your tasks and improve your personal and team efficiency through better delegation skills.

The role of the modern workplace requires exceptional skills in collaboration and being able to engage people in meaningful and productive ways.

The Art of Delegation course will help you to better understand the tasks that can be successfully delegated and the methods you will need to use to get the best out of people and get more done.

'The session was excellent and has really improved my confidence in getting what I need and also what I want. Thank you!'

Marcia,
February 2018

This session will cover

- The concept of delegation as a technique for the workplace
- Tasks that are appropriate for delegation and those that are not
- How to monitor the tasks and check in with people successfully
- The broader context of delegation and you'll better understand how it can work for you even if you do not have direct reports –great delegation is for all teams and between all people

5 reasons why you should come to the Art of Delegation

1. You have difficulty in sharing your work and engaging others in your projects or assignments
2. You have more work that you can do yourself and need to find ways to get more done
3. You wish to find ways to upskill your staff in motivating and aligned ways
4. You're often feel let down when you ask someone to perform a task and it isn't performed to your standard or expectation
5. You wish to understand what you can and shouldn't delegate



LEARNING AND DEVELOPMENT

CAPABILITY BUILDING

MCBI
it is all about people