

thevenworks

DELEGATION



Your introduction to our Leadership
and Management training courses,
workshops & seminars

DELEGATION



Thanks for downloading this information booklet — it's one of a series covering the wide range of management and leadership subjects we offer. Here, you'll find details of the objectives and programmes for this specific area

However, this is simply a guide — I'll be delighted to meet your company or organisation's defined objectives and needs — for example, by combining several key topics into a single workshop or full-length course

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DELEGATION

OBJECTIVES

Delegates will learn to select, plan, conduct and manage the delegation of tasks for a range of individuals



- Introduction to seminar
- Assessing current delegation attitudes
- The benefits of delegation
- Factors that prevent effective delegation
- Creating a "delegation plan"
- Choosing tasks to be delegated
- Selecting those to be delegated to
- Creating a detailed delegation brief
- Preparing and conducting a delegation interview
- Managing the delegation activities
- Awkward delegation moments
- Gaining and using feedback
- Seminar conclusion

PROGRAMME