Leadership & Management

Delegation Skills

Course Details

Price

£235.00

CPD Points

3.50

Length

Half day (09:00-12:30)

Course Overview

This delegation skills course will guide you through the process of effective delegation to ensure a positive outcome for you and your team. It will enable you to consider what is needed before, during and after tasks have been delegated; providing you with practical tools to use at work.

Content

- Identify appropriate tasks and assignments to delegate to team members
- Identify five levels of delegation and when to use each type of delegation
- How to delegate responsibility and accountability
- How to ensure delegation is a developmental experience for the team
- Use appropriate reporting mechanisms to monitor delegated tasks

Benefits

Managers and leaders in today's workplace are battling more often with the balance of resource allocation between task and people. Learning how to delegate tasks and motivate others can lead to increased productivity for the team which, in turn, enables a focus on individual and team goals.

You will gain knowledge of the key skills of delegation and an understanding of the impact good delegation can have on a team.

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via **admin@gta.gg** or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Susie Crowder

Susie Crowder, BA Hons, MBA, CMgr, MCMI Susie is a consultant and non-executive director with over 15 years' experience across a number of industry sectors. With a strong background in consulting and business development, Susie draws on her practical experiences to deliver a workshop that provides real business insight to best practice management and leadership.