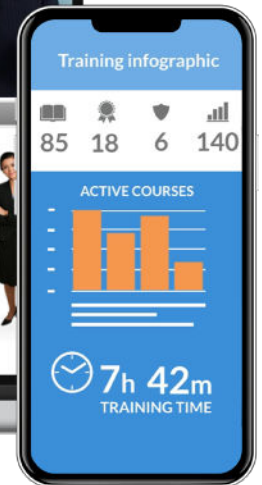
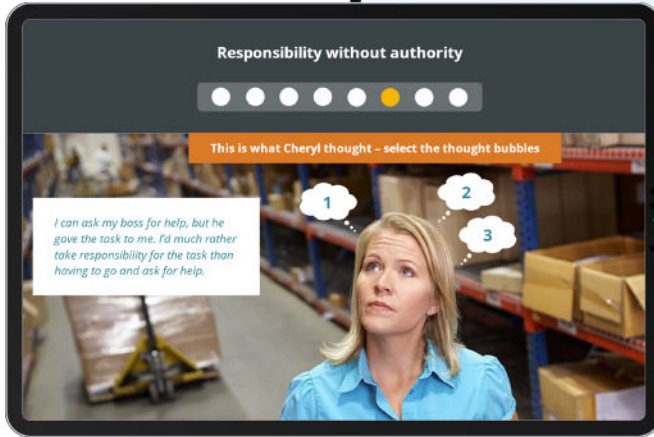
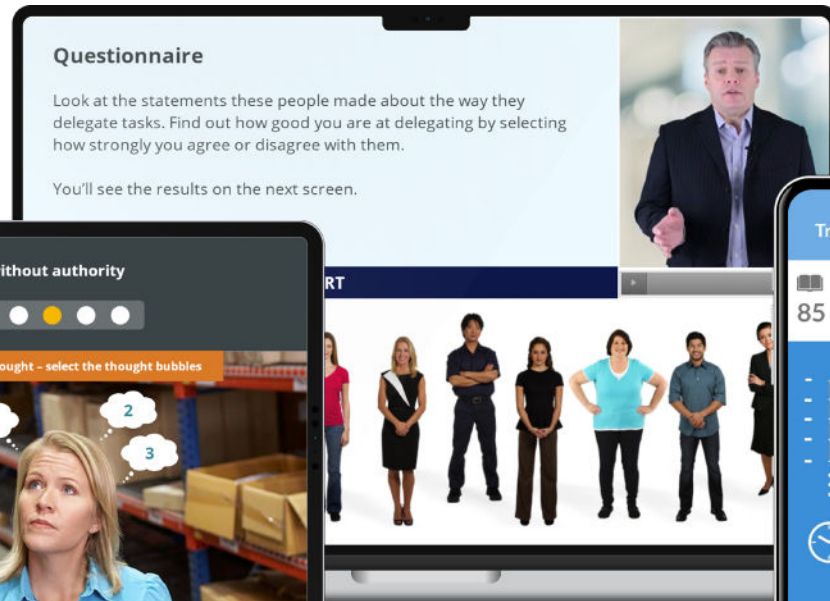
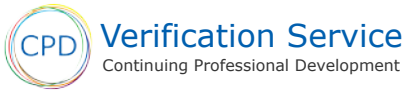


# DELEGATING



## OVERVIEW

Ask any successful manager or business leader how they became successful and they'll tell you about the importance of delegation. Not only can you not do everything, you shouldn't try to do everything. Delegation is a fantastic way to grow the skills, confidence and motivation of your team. And it frees up more time for you to focus on the most valuable activities of a manager, like planning and coaching. This e-learning course gives learners the practical skills they need to become better delegators.

## OBJECTIVES

- Understand that delegation skills include knowing: what, when, how to delegate and who to delegate to
- Explore a 10 step delegation process
- Identify the 3 step PAT process of delegation
- Establish three things not to do when delegating
- Understand that responsibility without authority can cause stress, and suggest ways of avoiding it.



### DURATION

20 minutes. Including interactions, videos and questionnaire.



### AUDIENCE

This e-learning course is designed for all leadership roles in a company and will help anyone who wants to improve their delegation skills.



### CERTIFICATION

Upon completion of the course the learner will receive a CPD certificate.

