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## **The Art of Delegating Effectively**

Delegation is one of the hardest skills for a manager to master. However, the skill can be learned. This one-day workshop will explore many of the facets of delegation: when to delegate, and who to delegate to. We will also go through the delegation process step by step, to see where the pitfalls lie, and what we can do about getting around them.

- ✓ Why Delegate?
  - Advantages and Disadvantages
  - Self-Assessment
- ✓ What is Delegation?
- ✓ Picking the Right Person
- ✓ The Delegation Meeting
- ✓ Levels of Authority
- ✓ Giving Instructions
- ✓ Communication Skills
- ✓ Monitoring Delegation
- ✓ Giving Feedback
- ✓ Becoming a Good Delegator