

Delegation Skills Course

Suitable for

Those who wish to improve their delegation skills within the workplace.

Content

- What is delegation?
- Delegation barriers
- Knowing when and how to delegate
- Selecting the right person to delegate to
- Delegation not abdication
- Delegation as an empowerment tool
- Identifying delegation problems
- Coaching others to succeed
- Monitoring and providing feedback
- Personal development plan

Certificate

A Batalas attendance certificate for all delegates who complete the course.

Format of course

Tutor led sessions interspersed with individual and team based exercises.

Duration

1 day

What to do next

For dates, venues and costs please go to our website: www.batalas.co.uk or contact an advisor on 0870 750 4400.

Associated courses

- Maximising Team Performance
- Managing Change
- Creative Thinking and Problem Solving
- Time Management and Personal Effectiveness
- Effective Communication
- Presentation Skills
- Leadership