

## EFFECTIVE DELEGATION

### PURPOSE / OUTCOME

- Understanding the benefits of delegation
- Understanding the reasons for not delegating
- Identify own development areas
- Ability to delegate effectively

### CONTENT

- Definition of delegation
- Nature of delegation
- Benefits of delegation
- Reasons for not delegating
- Principles of delegation
- How to delegate
- What not to delegate
  - DVD: How to delegate (90 minutes)
- Steps of effective delegation

### PRACTICAL ACTIVITIES

- Group discussions and role plays
- DVD demonstration
- Guidelines on what and how to delegate
- Action plans and personal assessment

### DURATION

1 day

### TARGET GROUP

All management levels;  
identified employees