

## EFFECTIVE DELEGATION

Duration: 1 day

### Objective

To equip delegates with the ability to understand the dynamics and process of effective delegation and the ability to apply this in the world of work.

### Design

- Definition of delegation
- Nature of delegation
- Reasons for not delegating
- How to delegate
- What not to delegate
- Video clip: How to delegate
- Steps of effective delegation
- Group discussions and role plays
- Guidelines on what and how to delegate
- Action plans and personal assessment

### Target group

All management levels; identified employees.

