1 Day

The Power of Effective Delegation

Increase Productivity and Achieve Success

▶ Training Details

Online Training Course Overview

Do you delegate work to your team? The inability to delegate is one of the biggest problems for managers at all levels and is often shown as second only to communication. Poor delegation will cause frustration, demotivate, and confuse team members, and fails to achieve the task. It is a management skill that is worth improving. A lack of delegation will disengage team members and limit innovation and development.

On the other hand, good delegation saves you time, develops you people, grooms a successor, innovates, and motivates. **Anderson's The Power of Effective Delegation** seminar provides participants with the logical rules, techniques, and the steps to follow if you want to get delegation right, with different levels of delegation freedom that you can offer.

Online Training Course Objectives

By the end of this Anderson online training course, you will be able to:

- Define delegation and its parameters
- Understand the true benefits of delegation, whilst identifying barriers and formulating practical ideas for overcoming them
- Implement different management styles to improve the effectiveness of delegation
- Confidently delegate a task using an appropriate structure to maximise success
- Deliver motivational and developmental feedback in order to enhance individuals' skills and future performance

Designed For

This Anderson online training course is suitable to a wide range of professionals but will greatly benefit:

- Supervisors
- Team Leaders
- Managers
- Project Managers
- Middle Managers

Online Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- Is the task suitable to be delegated?
- What are your reasons for delegating to this person?
- Is the person capable of doing the task?
- Brief the job or responsibility to be delegated.
- Discuss and agree what is required to get the job done.
- When must the job be finished?
- Confirm understanding getting ideas and interpretation.
- Methods of checking and controlling agreed with the other person.
- Who else needs to know what is going on?
- Feedback on what they have done and whether they achieved their aims.

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 – 12:30	**:**	**First Session**
12:30 – 12:45	:	Break (15 minutes)
12:45 – 14:15	**:**	**Second Session**
14:15 – 14:30	:	Break (15 minutes)
14:30 – 16:00	**:**	**Third Session**

▶ The Certificate

Anderson e-Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae