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- Tutor-led training
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# Delegating Introduction

**Introduction** Giving other people work that they are responsible for is very hard for many people. It's easier to do it yourself, is one of the many reasons that some people take on work that is below their value.

**Objectives** This course takes you through every step of the delegation process from beginning to end. You will learn how to define the task and determine to whom it should be given. There are tips and techniques for monitoring the project's progress without micromanaging, and methods for coaching and developing employees along the way. There are also tools and methods to help you get the most value from every assignment.

**Designed for** Managers that recognise they are not making efficient use of their colleagues as a resource.

**Duration** 1 day

**Topics**

- Define the task.
- Define desired results.
- Describe the context.
- Determine competencies.
- Delegate the task.
- Plan the discussion.
- Outline the requirements.
- Transfer the responsibility and authority.
- Agree on the approach.
- Check for understanding.
- Assure results.
- Monitor progress.
- Assess outcomes.

**Follow-up** Time Management – 1 day

*Imagine what you'll know tomorrow...*

**For more information call**

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