Effective Delegation Skills

Half Day Course
Rating: ⭐⭐⭐⭐⭐ 4.8/5

EDS

Module 1:
Delegation Mindset: Benefits, Barriers & Goals

Learning Outcomes
• Audit workload to identify suitable tasks/projects for delegation.
• Shift focus away from an 'Activity Mindset' to an 'Accomplishment Mindset'.
• Spend more time on 'High Value Tasks' by removing 'Productivity Blockers'.

Methodologies
• Introduction to Delegation
• Deciding <u>What</u> to Delegate

Module 2:
Delegation Preparation: Enabling Tools / Selection / Decision Making

Learning Outcomes
• Use technology to share 'best practice', optimise efficiency, and increase behavioural consistency.
• Evaluate the capabilities and commitment / motivation levels of others.

Methodologies
• Creating Instructional Content to Support Delegation
• Deciding <u>Who</u> to Delegate to

Location & Delivery Style

4th Floor
One Great Cumberland Place
London
W1H 7AL

Hamilton Mercer's training sessions are

Friendly, Highly Engaging and Humorous.

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★ ★ ★ ★ ★

This course is part of the **Customer Service and Personal Development Academy** provided by **Hamilton Mercer**