



Course Title: *Delegating for Shared Success*

Course Description

Delegating tasks and projects is a signature supervisory skill. Supervisors and Managers who delegate effectively gain time for other key aspects of their role, such as planning, removing performance barriers and making process improvements. This course will give you the equation that adds up to delegation success: thorough planning, clear communication and effective follow through.

Learning Objectives

In this course, you will learn how to:

- prepare for delegating a task or project
- how to conduct the conversation
- follow up to ensure that the employee succeed.

Open to: Lead Workers, Professionals, Supervisors and Above

Competencies Addressed: Coaching, Problem Solving and Decision Making and Team Building

Course Length: Four Hours