

Effective Delegation Skills

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Course objectives

By the end of this course, participants should be able to:

- Define the benefits of delegation
- Identify different ways of effectively and successfully delegating tasks
- Describe the process of delegation
- List the barriers to delegation
- Improved communications skills

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Course topics

Some of the areas to be covered in the course:

- Definition of delegation
- How to assess your own skills
- Rules of delegation
- Barriers to effective delegation
- Causes of poor delegation
- Effective listening and questioning skills
- When to and when not to delegate
- Managing delegation
- What should not be delegated
- The act of delegation
- Briefing, reviews, coaching and support issues
- Post-delegation activities

Target participants

The course is designed for all Managers, Supervisors, Team Leaders and professional staff of government offices, NGOs, companies, and other organizations who have people reporting to them officially or unofficially.

Course methodology

This course is in the format of a workshop, in which the participants are actively involved in all learning activities. It will combine theory and practice whereby participants apply the skills introduced in the course. Participants are encouraged to share their relevant experiences from their workplace.

Class size: Class is limited to 20 participants.

Duration: 2 day

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