

Duration: 40 mins

Course level: Introductory

Delivery method: Online

The twentieth century American President Woodrow Wilson once famously declared, **“I not only use all the brains I have, but all I can borrow”**.

Introduction

Delegation is a powerful tool that helps managers to make the best of both their time and their teams. It allows leaders to focus on those tasks that specifically demand their attention and skills and it develops the competence, confidence and self-esteem of team members.

This course provides basic guidance on effective delegation and shows users how to plan and manage the process.

Who is the course for?

Delegation is a helpful introduction for anyone who is new to managing people and has limited work experience. It requires no prior knowledge or experience and there are no formal entry requirements.

What will you get from this course?

When you have completed this course, you will be able to:

- describe the benefits of delegation
- explain the relationship between delegation and coaching
- identify and remove the barriers to delegation
- recognise opportunities for delegation
- plan and manage the delegation process.

Course features

You can start this online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course will be available for up to six months from the date first accessed.

The course consists of a series of information screens and simple exercises such as multiple choice and true or false questions.

A final test gives you a score and indicates whether or not you've passed the course. You can repeat the test as often as necessary.

Other courses you might be interested in

Giving and Receiving Feedback
Building The Team
Leadership

Coaching
Motivation

Course code: 103080BT031

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