

## Effective Delegation

### *Program Snapshot*

Being able to delegate well allows team leaders and managers to improve their performance by freeing themselves to do high value tasks without compromising on other low priority tasks. Our program on Delegation Skills helps participants develop an understanding of how personal & organisational efficiency can be improved through systematic delegation. By learning how to delegate effectively, they will be able to make better use of their own and their subordinates' time. With their renewed ability to prepare and manage the delegated task, participants will be able to

- Manage their tasks effectively vis-à-vis time
- Maximise their own productivity and that of their junior colleagues and team-mates
- Tackle difficult/demanding tasks without being overwhelmed
- Prepare themselves to take on more responsibilities
- Develop themselves and their team members for taking charge of progressive roles

### *For Levels*

Middle Managers / Team Leaders / Supervisors / Line Managers / Customer Service Managers

### *Duration*

1 day

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