

delegation

course description

Despite significant improvements in productivity brought by technology, managers today typically complain about having too much work. This situation is often attributable to their inability or reluctance to delegate work to their staff and empower them. But delegation is not just “getting rid of work”. If performed properly, it is a powerful tool that not only ensures work is accomplished, it also motivates delegates through development and trust. Delegation may be a simple process, but it can produce spectacular results.

This course helps managers and supervisors develop and practice a method for delegating that is both effective and motivational. The course emphasises the motivational aspects of delegation and empowerment, while explaining how to improve the effectiveness of a team.

learning objectives

By the end of the course, participants will be able to:

- understand the differences and similarities between delegation and empowerment
- identify appropriate tasks to delegate
- select the right person to whom they can delegate
- judge when and how to delegate
- delegate effectively by following a seven-step method of delegation
- understand and overcome the obstacles to effective delegation
- deal with the risks involved in delegation
- empower their team members and manage that empowerment

target audience

Managers, supervisors and team leaders

duration

1 day for up to 12 participants



REGISTRATION FORM

Form to be completed by training department / line manager

Delegation 20 September 2010

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact us:

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Email: info@fasttraining.eu