



## THE POWER OF EFFECTIVE DELEGATION

In this comprehensive course, you will learn everything you need to know about delegation, from understanding the delegation process and identifying the right tasks to delegate, to selecting the right person for the job and managing delegated tasks and projects.

### Who is this course for?

This course is best suited for leaders, managers, HR professionals, business owners, and anyone that wants to improve their delegation skills.

### How long is the course?

The duration of this training is 3-4 hours depending on the number of participants.



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TODAY!**

### General Course Overview

- What is Delegation
- Understanding the Delegation Process
- Effective Communication in Delegation
- Identifying the Rights Tasks to Delegate
- How to Delegate to Virtual Teams
- Managing Delegated Tasks and Projects
- Selecting the Right Person for the Job
- The Benefits of Delegation