

# Effective Delegation

 Top pick

## Objectives

To provide the management knowledge and skills required to delegate efficiently and productively, using a goal-oriented approach.

## Targeted audience

Anyone who is called upon to supervise staff members.

## Prerequisite

None.

## Content

- Clearly defining the role delegation plays in business processes
- Pitfalls associated with delegation, and how to avoid them
- Distinguishing between tasks that are appropriate for delegation and those that are not
- Identifying the right person to delegate to
- Delegation based on business goals: who, what, why, how and when
- Formulating instructions to ensure the best results
- Developing skills to succeed at effective delegation
- Developing skills as a result of effective delegation
- How to hand over a task simply and effectively
- Creating an action plan: mandate, objectives, deadlines and tasks
- Monitoring progress without micromanaging
- How to ask questions and listen effectively
- Mobilizing your team by using coaching, recognition and affirmation tools
- Generational aspects in delegation

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DURATION  
**2 DAYS**

REGULAR FEE  
**945 \$**

PREFERENTIAL  
FEE  
**850 \$**

## DATES\*

Montreal	September 23 to September 24 2019
Quebec City	October 23 to October 24 2019

## Accreditation and partners association



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