



Delegate – Don't Dump!

Are you looking to enhance your leadership skills and improve your team's productivity? Join our Delegate – Don't Dump! course and learn how to master the art of delegation with the support of one of our experienced trainers. Delegation can be challenging, which is why we've designed a course that will teach you how to delegate effectively and avoid the common pitfalls of 'dumping' tasks on others.

The Delegate – Don't Dump! course is designed to empower you by emphasising delegation's role in personal as well as whole-team triumphs; by mastering the delegation cycle, you'll foster productivity, satisfaction, and success.

[Learn more](#) >

Learning Outcomes

- To avoid the pitfall of relying on a handful of trusted staff to manage all delegated tasks
- How to choose the perfect candidate to take on the new challenge
- Which tasks would be ideal for delegation
- How delegation can be used as one of the most effective Staff development tools
- The art of effective delegation in practice – you will receive a toolbox of resources to help
- How to “sell” your plan to your chosen staff member

Course Content

- **Module 1:** Why is delegation important
- **Module 2:** The difference between delegation and 'Dumping'
- **Module 3:** The delegation cycle
- **Module 4:** Choosing the right task to delegate
- **Module 5:** The benefits achieved by delegation
- **Module 6:** Monitoring & Supporting