

THE ART OF EFFECTIVE DELEGATION MODULE

Unit Standard	242833
NQF	3
Credits	3
Duration	1 day
Organisational Development Area	Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)

COURSE OUTLINE

- Delegation do's and don'ts;
- What is delegation?
- Degrees of delegation;
- Picking the right person;
- Levels of authority;
- Giving instructions;
- Monitoring delegation;
- How do you monitor?
- Giving feedback;
- Becoming a good delegator;
- Characteristics of effective delegators;
- A delegation checklist.