

## **Description**

Delegation is a skill most leaders have heard of, but few have successfully embraced. Delegation is not a method for “passing off” tasks that are simple, tedious, or easy. Instead, delegation is a tool that can provide motivation and allow you to use the full potential of your associates. As a result the leader, associate, and organization will benefit.

This course will discuss the importance of delegation and provide with you with a process to answer the question — “How do I delegate?”

## **Objectives**

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

- List the reasons why delegation is important.
- Describe the four-step process for delegation.
- Explain the benefits of delegation.

## **Audience**

This course has been designed for everyone whose position allow them to delegate tasks. The content of this course has been designed primarily for leaders; however, the content is appropriate to share with all levels within an organization.

## **Requirements**

There are no regulatory requirements to provide training on delegation.