

## DELEGATING EFFECTIVELY

**Course duration:** 1 day

**Fee:** Le750,000

### Study method

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

### Course overview

Managers generally find it difficult to delegate because they do not want to lose control, or they do not trust that the task will be performed as well.

This course gives managers the skills required to delegate effectively.

### Learning outcomes

After the course, participants will be able to:

- Explain the importance and benefits of delegating effectively;
- Apply successfully, all the steps in delegating;
- Delegate to manage effectively.

### Course content

Unit	Content
1	Nature of delegation
2	Process of delegation
3	Delegation and management <ul style="list-style-type: none"><li>• Delegation and time management</li><li>• Delegation and motivating</li><li>• Delegation and empowering</li></ul>

### Targeted participants

This course is designed for all SME owners, Board members of SMEs and managers and supervisors of all organisations.

### Benefits of studying at JobSearch

- Trainers are knowledgeable and are trained to train adults

- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

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