



The Art of Delegation

Length of course: 1/2 day

Is this the right course for me?

This course provides the opportunity to evaluate current working methods & routines to determine current levels of productivity & efficiency to meet targets.

Pre-Course Requirements

There are no formal requirements for learners who want to attend this course.

What will I learn about?

This course will enable you to have a greater understanding of the skills, tools and strategies that can be employed in delegating to others effectively.

How will I learn?

You will learn by listening to talks, group discussions, course related in-class activities and question and answers.

Will I gain a qualification?

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

What can I do next?

A Time Management or Motivational Skills course.

Institute Leadership & Management Team Leader Award – please ask the skillscentre:mk team for more details.

Other course information can be found on www.nextstep.org.uk or with a NEXT STEP advisor.

What do I need to bring to classes?

Note pad and pen.

Can I talk to someone about my course before I start?

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.

If you need to contact us:

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