

## 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.careersadvice.direct.gov.uk](http://www.careersadvice.direct.gov.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.