



LEADERSHIP & DELEGATION

How does leadership delegate tasks in organizations?
What are the costs to organizations who do not delegate effectively?

The transfer to a subordinate the responsibility of carrying out a particular task while, at the same time providing the necessary authority to achieve that task is an essential part of any leader's armory.

Within this training module participants will learn about the following:

- ✓ **What is Leadership?**
- ✓ **What is Delegation?**
 - Delegation vs. Control
- ✓ **Leadership Theories**
 - Qualities or Traits Approach
 - Functional or Group Approach
 - Leadership as a Behavioural Category
 - Leadership Styles
- ✓ **The Process of Delegation**
 - Accountability
 - Authority
 - Responsibility
 - What Can and Cannot be Delegated
- ✓ **The Process of Delegation**
 - Ready to Use Six Step Model

THE ART OF
COMMUNICATION

**This is a 2 day interactive workshop.
The course is designed for 6-15 delegates per session.**