



# OFFICE 2019 - DIGITAL PACKAGE

Course Code: 8343

Delegate effectively through preparation, launch, education, authorization, supervision, encouragement, and development.

Giving your team the right tasks in the right way will motivate them and free you up. In this path, you'll learn how to delegate effectively through preparation, launch, education, authorization, supervision, encouragement, and development.

## What You'll Learn

- Choosing and Preparing Your Delegate

- Getting What You Expect from Your Delegate

- Taking Your Team to the Next Level with Delegation

- Delegating Appropriate Tasks

- Developing Employees through Delegation

## Who Needs to Attend

Managers and team leaders for small- to medium-sized teams.

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ON-DEMAND

\$2 USD

## On-Demand Outline

- Delegating work motivates your team and frees you up for other tasks. In this course, you'll explore delegation styles and fundamentals. You'll also learn about preparing and launching a delegation and educating and authorizing delegates.
- Good delegation results depend on the right level of supervision. In this course, you'll learn how to supervise and motivate your delegates. You'll also learn how to respond when things go wrong and provide constructive criticism.
- When delegation is working for your team, how can you take it to the next level? In this course, you'll explore levels of responsibility you can delegate to further team development. You'll also learn how to improve your delegation skills.
- Delegating tasks requires careful consideration. This Business Impact explores strategies for delegating tasks to employees.
- Skillful delegation creates a true win-win situation: It allows managers to leverage their strengths and focus on strategy while giving team members opportunity to learn and grow. This Challenge Series exercise focuses on how to best develop employees through the practice of delegation.

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