



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

EFFECTIVE DELEGATION - 1 DAY COURSE

| AUDIENCE | SHORT COURSE TOPICS | LEARNING OUTCOMES |
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| <p>Managers and leaders who need to delegate effectively to achieve high performance and productivity from their team members.</p> <p>Strategies and skills for planning delegation, carrying out the delegation, managing performance of the delegate are developed in this practical workshop.</p> | <ul style="list-style-type: none"> • Advantages and disadvantages of delegation • Degrees of delegation • Delegation meetings • Picking the right person to delegate to • Delegation and authority • Delegation issues | <ul style="list-style-type: none"> • Clearly identify how delegation fits into your job and how it can make you more successful. • Identify opportunities within the scope of your authority for delegating effectively to others. • Identify the criteria for fair and responsible delegation to all employees • Develop a technique for defining expectations • Recognize common delegation pitfalls and how to avoid them. • Provide opportunities to test your delegation skills. |



COURSE DETAILS

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| <p>Delivery</p> | <p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p> |
| <p>Duration and Location</p> | <p>Our standard structure for this workshop is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p> |
| <p>Fees and Inclusions</p> | <p>Our training course will include:</p> <ul style="list-style-type: none"> • Instructor-led training • Statement of Attendance • Course Workbook |

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

**REGISTER NOW
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FIND OUT MORE
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