




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
<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	
	Delivery	<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>
	Duration and Location	<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>
	Fees and Inclusions	<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 07 3000 2148 FIND OUT MORE training@wearepeak.com.au wearepeak.com.au