



e-learning

# Delegating tasks

Delegating means transferring responsibility and authority to employees. This is not just about delegating smaller subtasks, but also about assigning greater responsibility and decision-making authority. This, however, does not only bring advantages, but also involves risks.

In this training, you will learn how to minimize the risks of delegation and make the most of its benefits.

Group of participants:

Professionals and managers who want to handle delegation right and distribute tasks in a way that motivates employees.

Duration: **approx. 1 hour**

Language:

## Learning objectives

- ✓ Know the impact of task delegation on employee motivation.
- ✓ Be able to assess employees accurately.
- ✓ Recognize problems with delegation at an early stage.
- ✓ Understand your own delegating behavior.
- ✓ Hold delegation meetings.

## Contents

- The benefits of task delegation for managers and employees.
- The role of feedback in task delegation.
- Which tasks can be delegated?
- Situational leadership and the maturity model.
- Problems with and during task delegation.



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