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# The **B·E·S·T** Business Intensive - Delegate Effectively

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‘Motivating and empowering your people to perform at their BEST for your organisation’

Everyone wants more time. If only you could get someone to do your work for you - as well as you would do it. And if only you didn't feel so guilty when you passed it to them.

Here's the answer. Delegation is a teaching process. Transferring specific tasks to another, with responsibility, to train and empower them to expand and enrich their existing roles. It's the only way any of us learn to do anything effectively. It is a fundamental apprenticeship, allowing and encouraging others to learn our skills so that we can be available to develop others and ourselves. That way we all grow.

This intensive 2-hour workshop will show you how:

- Establishing your standards and criteria for success
- The Formula for Failure - and why it's important
- The 5 Step System for really easy delegation
- The vitally essential part that most people miss
- How to give negative feedback in a positive way
- How to use coaching skills to turn delegation into skills development and empowerment.

You'll be given a workbook - so just bring yourself, a pen, an open mind and a commitment to performance development.

For further information on ways that Progress Training Systems can help your organisation Progress further call today on +61 29527 2280 or email [admin@progress.com.au](mailto:admin@progress.com.au)