

## Leadership and Delegation Skills

Delegation is one of the most valuable skills you can master. In order to be a truly effective manager, you must be comfortable delegating work and ensuring your employees are accountable for delivery. Delegating at work can be extremely challenging. Therefore it is important to follow specific steps that make assignments clear and create a sense of ownership among team members while also maintaining overall control. This course focuses on developing your ability to effectively delegate tasks and responsibilities to your employees.

### Course Outline

- Leadership & Delegation
- Leadership
- Delegation
- The Delegation Process

### Who Should Attend

Middle to high level staff such as:

- Managers
- Directors
- Team leaders
- Head of operations
- Advisors

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Course Duration

The standard duration of this course is 12 contact hours.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Outline the relationship between leadership and delegation
- Understand the four main approaches to Leadership
- Identify three important key terms in the process of delegation
- Delegate Effectively

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | [info@invita.com.bh](mailto:info@invita.com.bh)

