

EFFECTIVE DELEGATION

Workshop - 1.5 hours **\$150.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

There are two reasons why great leaders need to be effective delegators. First, delegating frees up time to lead. Second, delegation builds skills and trust in those you lead. Learn proven techniques for delegating and make your own delegation plan.

WHO SHOULD ATTEND:

- ▶ Managers and supervisors.

BENEFITS:

- ▶ Overcome the reluctance to delegate
- ▶ Learn the steps to delegate
- ▶ Learn the advantages of delegation
- ▶ Develop your own delegation plan

TOPICS:

- ▶ Why don't managers delegate
- ▶ Effects of the failure to delegate
- ▶ Advantages of delegation
- ▶ Your delegation plan

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.