

## Understanding Organising & Delegating in the Workplace

### INTRODUCTION

This course is guided to ensure delegates understand how to organise and delegate in the workplace. The process of organising involves the allocation of responsibilities and ensuring individuals understand their allocated tasks within the appropriate time-frame. Delegation and empowerment are ways in which efficiency and effectiveness can be improved at work by increasing employee involvement and motivation.

### COURSE OBJECTIVES

- By the end of the course, delegates will:
- Understand how to organise people to achieve targets and objectives
- Explain how human resource planning can be used to assure output and quality in the workplace
- Know how to delegate people to achieve targets and objectives
- Identify barriers to delegation and how these can be overcome

**COURSE DURATION:** 1 Day Course

Equivalent to ILM Level 3 unit  
Value of 1 Credit



### COURSE CONTENTS

Importance of planning the teams work to achieve objectives

Techniques for deciding the most appropriate individuals to undertake certain activities

Principles of human resource planning to assure quality

Definitions of authority, power, responsibility and accountability

Concepts of delegation and empowerment

Process of delegation including barriers and support mechanisms

Monitoring outcomes of delegation

#### Personal Development Action Plan

*Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered*

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