

Delegation Skills



Course Aim

The aim of Delegation Skills is to develop your knowledge and skills to provide you with the tools to effectively manage the delegation process and correctly identify suitable tasks for delegation. This will allow you to enhance your own productivity, focus on crucial objectives and use effective delegation as a tool to develop and motivate your team.

TOPICS



Topic 1 The Fundamentals of Delegation

Covers what delegation means, the six levels of delegation, and how it supports employee development plus the key benefits and common pitfalls to avoid.



Topic 2 Delegation in the Workplace

Explores why delegation matters for managers and teams, the difference between delegation and task dumping, and how to decide what to delegate.



Topic 3 How to Delegate Effectively

Practical tools for delegating well: SMART language, the five principles of effective delegation, a five step delegation plan, and tips for clarity and follow through.

Methodology

This course is delivered through eLearning and is accessible 24 hours a day, 365 days a year. Learn at your own pace, at a time and place that suits you, using your smartphone, tablet, laptop or desktop computer.



Certification

Successful learners will receive an ATHE-endorsed certificate. While no CPD points are awarded, the course supports ongoing Continuing Professional Development by enhancing relevant workplace knowledge and skills.

athe Awards for Training and Higher Education



Learning Outcomes

On completion of this course, you will be able to:

- Define delegation and explain its impact on team performance, accountability and management.
- Describe the six levels of delegation and when to use each.
- Explain the four steps for developing employees through delegation.
- Identify the main benefits and risks of delegation and how to manage them.
- Explain how delegation improves efficiency, team capability and organisational performance.
- Distinguish effective delegation from task dumping and its impact on trust and motivation.
- Decide what to delegate, when to delegate and what managers should retain.
- Use SMART principles to set clear expectations, timelines and outcomes.
- Explain the five principles of effective delegation and how they support accountability and trust.
- Apply a five-step delegation plan to improve clarity, performance and follow-through.