

Organising and Delegating

Online Distance Learning Course



Apply at: www.mcls.ac.uk/courses

Contact us today for more information:

Tel: 01642 811400 Email: info@mcls.ac.uk Web: www.mcls.ac.uk

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Are you based in the UK? Business management courses are an effective way of learning the key skills needed to effectively manage teams in the workplace and show prospective employers that you are qualified to deal with management responsibilities. This short, auto-marked programme will give you the knowledge you need to understand the core skills required to deal with management responsibilities and to develop as a leader.

KEY FEATURES


- Fully online
- Study from anywhere, at any time
- Perfect for an introduction to a subject or a subject refresher
- Great addition to your CV
- Receive an e-certificate upon completion
- Nationally recognised
- Official CPD certified course

Section 1: Organisation in the workplace

This section will develop your awareness of how to organise people to achieve objectives, as well as how to identify the appropriate person for an activity in the workplace.

Section 2: Delegation skills

In this section, you will learn how to delegate tasks effectively to achieve workplace objectives. You will also cover the benefits of empowerment in the workplace and barriers to delegation, along with ways to overcome these barriers.

Course Length 	4 hours
Learning Method(s)	Online learning materials with online assessment