



**ACE  
INTERNATIONAL  
EDUCATION**



## Diploma in Delegation



# Quality Education: Learning Today for a **Better Tomorrow.**

This workshop is fast-paced, highly interactive, and productive. It includes the use of effective video, discussions, demonstration and practice, lecturates, and role-plays. Participants will be working individually as well as in small and large groups.

### Typical Outline

- \*Introduce the subject and provide context
- \*Explore why is it important to delegate: consequences of poor delegation
- \*Establish what is best to delegate
- \*Determine who to delegate to
- \*Answer when is the best time to delegate
- \*Establish a process for delegating: breaking down the steps
- \*Focus on where is the best place to do your delegation
- \*Create delegation plan

Block 2B, G17, Knowledge Village, Dubai, United Arab Emirates

[ace@ace-uae.com](mailto:ace@ace-uae.com)

[www.ace-uae.com](http://www.ace-uae.com)

**EFQM**  
Shares what works.



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