



# DELEGATION

## Delegate Smartly, Work Efficiently, Achieve More

Delegation teaches participants how to distribute tasks effectively, ensuring team collaboration and improved productivity. It focuses on identifying the right tasks and people for delegation, setting up clear pipelines, and maintaining accountability. By mastering delegation, participants will reduce personal workload stress while empowering their teams to achieve higher-quality results with greater efficiency.

## TOPICS COVERED

1. Identifying Tasks for Delegation
2. Establishing Clear Expectations and Authority
3. Monitoring and Providing Feedback
4. Overcoming Barriers to Delegation
5. Building Trust and Empowering Your Team

### Course Days:

Wednesday  
May 7, 2025

### Course Time:

8:00 a.m. - 5:00 p.m.

### Course Location:

Zoom

### Enroll Now!

Send an email with your name and contact information to:

[enroll4etp@sbccd.edu](mailto:enroll4etp@sbccd.edu)



#### About Mark Hedges

Mark has an extensive Military Construction/Operations and Civilian Business background and is an expert in: Leadership Skills, Business Strategies, Organizational Development, Coaching & Mentoring, Managing High Performance Operations, Team Building, Goal Setting, Communication Skills, Workforce Leadership and Basic Skills, in Construction, Logistics, Retail, Manufacturing, and Small Business.