A. **Course Description**
   - **Credits:** 1.00
   - **Lecture Hours/Week:** 1.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **Prerequisites:** None
   - **Corequisites:** None
   - **MnTC Goals:** None

   How to Delegate Effectively is a key component of a supervisor/leaders success. Learn how to identify tasks that can be delegated and how to identify who in your organization is suited for that task. Overcome barriers to effective delegation. Develop a support system for the monitoring of the employee and the task.

B. **Course Effective Dates:** 1/7/02 – Present

C. **Outline of Major Content Areas**
   - As noted on course syllabus

D. **Learning Outcomes**
   - As noted on course syllabus

E. **Minnesota Transfer Curriculum Goal Area(s) and Competencies**

F. **Learner Outcomes Assessment**
   - As noted on course syllabus

G. **Special Information**
   - None noted