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