

# Mastering The

## To register for this course

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# Art Of Delegation

The art of delegation is an essential skill for being a highly effective team leader, yet it is one of those skills which many team leaders find difficult. True delegation is essential for empowering and motivating team members, cultivating a culture of team ownership and success. Delegation done well will always increase the capacity for achievement within organisations. Different to most myths delegation is not about losing control it is about empowering the team and becoming an effective manager who is respected and honoured as a team leader.

## This one day Seminar is a must for all team leaders

### Topics Include:

- What is delegation?
- Barriers to effective delegation
- Knowing when and how to delegate
- Selecting the right person to delegate to
- You still have responsibility
- Delegation as an empowerment tool
- Identifying delegation problems
- Coaching others to succeed
- Monitoring and providing feedback

\$495  
per person

For Seminar dates and times in a location near you visit us on the web at

[www.beeken.com.au](http://www.beeken.com.au)

## Registration Form – Mastering the Art of Delegation

Investment of \$495 includes – one day seminar, participants learners guide, morning and afternoon teas and light lunch.

Please read the following and sign – **FULL REFUNDS** will be given for this course where Beeken Pty Ltd cancels a course or written notice is received 14 workings day prior to the start of the course. **PART REFUNDS** of 50% is given when less than 14 working days written notice of cancellation is given prior to the course start date. **NO REFUNDS** are given for no show or no notice. Transfers are accepted with 14 days written notice. Transfers for less than 14 days written notice will only be given at the discretion of the management of Beeken Pty Ltd.

I have read the above and accept the refund conditions: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Participants Details</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Address:</b>			
		<b>State:</b>	<b>Postcode:</b>
<b>Best Contact Number:</b>			
<b>Email Address:</b>			
<b>Course I am Registering for:</b>		<b>Location:</b>	<b>Date:</b>
<b>Payment Details:</b>			
<b>Enclosed:</b> <input type="checkbox"/> <b>Cheque</b> Please make cheque payable to Beeken Pty Ltd		<input type="checkbox"/> <b>Internet transfer:</b> Please attached a copy of receipt of transfer with registration form Account Name: Beeken Pty Ltd Account Details BSB 014295 Account 495513923	
<b>Please Debit My:</b>		<input type="checkbox"/> <b>Mastercard</b>	<input type="checkbox"/> <b>Visa</b> <b>For: \$495.00</b>
<b>Card Number:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<b>Card Holder Name:</b>			
<b>Card Holder Signature:</b>			<b>Expiry Date:</b>
<b>Please receipt ( please complete if different to the name on this registration form)</b>			