

## E-learning: Delegation

### Synopsis

For many people, delegation doesn't come naturally. However, it's an essential business skill, particularly in a law firm where time and money are precious commodities. Good delegation is a bit of an art form, and this course is perfect for those who find delegation a struggle or where a department isn't operating as efficiently as it needs to be.

Using practical exercises, this e-learning course looks at why lawyers find it difficult to delegate, why it's important that you do delegate and what good delegation looks like.

### Duration

30 minutes

### Format

You can work through the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

### Delegates

Perfect for all lawyers who work in a team and manage other members of staff.

If you want to buy multiple subscriptions please contact Kath Kinch at [Kath@kinchrobinson.com](mailto:Kath@kinchrobinson.com).

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### Outcomes

As a result of completing this course, you will:

- understand the barriers to delegation;
- understand why delegation is important for managing your own time and maximising the efficiency in your department; and
- know what steps to take to delegate well.

### Content

- Delegation decisions
- What prevents people from delegating?
- What does good delegation look like?