



PREFERRED TRAINING  
NETWORKS



# DELEGATING TASKS AND PRIORITISING WORK SKILLS

*Trying to do everything often means not finishing the important tasks*

Excellent delegation and prioritisation skills are key to effective leadership and team productivity. This practical course helps participants identify personal barriers to delegation and apply a structured approach to assigning work. Participants will learn how to monitor progress without micromanaging and provide feedback that supports accountability. The course also covers strategies to prioritise tasks, manage competing deadlines, reduce distractions and run efficient meetings. Participants will leave with practical tools to improve focus and maintain high performance. Each attendee will walk away with a personal action plan to embed better delegation and time use into their daily routine.

## Key Course Content:

- Apply a structured delegation process with clarity and confidence
- Distinguish between tasks to delegate and those to retain
- Match tasks to the right team members
- Communicate tasks clearly and confirm understanding
- Monitor progress without micromanaging
- Evaluate accountability through regular check-ins
- Influence others to take ownership and follow through
- Provide feedback and adjust delegated work as needed
- Prioritise critical tasks to meet goals
- Manage deadlines, stakeholders and competing demands
- Set team and personal goals aligned with strategy
- Reduce interruptions with practical boundaries
- Run meetings efficiently by preparing, focusing and following up
- Create time for strategic thinking and problem-solving
- Distinguish between tasks to delegate and those to retain
- Match tasks to the right team members
- Communicate tasks clearly and confirm understanding
- Monitor progress without micromanaging



### Target Audience:

This course will be tailored to the cohort.



### Duration:

This course is available as a 1-day course or a truncated half-day course.



### Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisation's.



### Group Size:

We recommend a group size of 4-10 people.



### Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.

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