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The Jumping Boy's Top Tips for July

Course coming up this September at Chilston Park, Lenham

- [Digital Marketing](#) - 5th and 6th September (2 day course)
- [Minute Taking](#) - 8th September
- [Telephone Sales](#) - 12th September
- [Team Leadership](#) - 13th and 14th September (2 day course)
- [Management Programme](#) - 15th, 22nd and 28th September (3 days)
- [Supervisory Management - Introduction to First Line Management](#) - 20th September
- [Presentation Skills](#) - 20th September
- [Time Management](#) - 21st September
- [Sales Negotiations](#) - 21st September
- [Recruitment and Selection](#) - 27th September
- [Communicate Assertively and with Confidence](#) - 27th September
- [Managing Poor Performance and Difficult Behaviour](#) - 28th September

The Art of Delegation

Managers often say that they do not have enough time in the day to manage. Could this be you? Delegation is a great way to free up more time.

Managers justify not delegating as they:

- feel that they lose control
- enjoy doing that particular task

- say “It takes too long to explain”
- lack confidence in their staff’s abilities
- fear that the person they delegate to may do too good a job and show them in a bad light.

Remember delegation is not about passing on boring tasks, but about identifying tasks that can help your staff to develop and improve performance.

Benefits of delegation to your staff include:

- giving them a new challenge
- testing out their ability and contribution to the business
- building their experience
- increasing their morale and motivation
- making them more flexible and efficient
- avoiding boredom

Your benefit is that it will free up more time for you to manage.

Join us on the [3 day Management Programme](#) starting 15th September or the [Team Leadership](#) course on 13th & 14th September and we can tell you more, especially on how to delegate effectively.

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