

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Entrepreneurial competences	
Topic 4 Title: Taking the initiative (Planning and management)	
Lesson Plan 12 – How to properly delegate tasks	
Duration: 65 minutes	
Aim	This lesson will provide insight into the task delegation process - when, how and to whom delegate tasks in order to optimize the work process.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Personal device with internet access ● Powerpoint presentation ● White board
Tools/ Materials	<ul style="list-style-type: none"> ● Handout 1
Main Tasks	<p>1. Task 1: Presenting the basics - when, how and to whom to delegate tasks effectively (see Handout 1) (20 mins)</p> <p>1.1 Case study: Take an example from professionals. Watch the following video: https://youtu.be/GBliK1VYqYI?t=91 (15 mins)</p> <p>2.1 Discussion: Would you trust someone with your tasks? How would you know if that's the right person? (20 mins)</p> <p>2. Task 2: Wrap-up (10 mins)</p>



HANDOUT 1: Keep control when delegating tasks

By delegating effectively, leaders sometimes have to find the balance between giving enough space for people to use their abilities to best effect, while still monitoring and supporting closely enough to ensure that the job is done correctly and effectively.

