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This is a Durban Chamber of Commerce and Industry Business Skills Workshop



DURBAN CHAMBER OF COMMERCE AND INDUSTRY

Presentation

Effective Delegation - Giving instructions and how to be assertive



WEDNESDAY, 15 OCTOBER

The purpose of this training is to enhance your skills and enable you to achieve better results by:

- Practising and applying the simple BEI “10-step approach to delegating effectively”
- Saving time when delegating through having positive results and thus allowing more time for you to engage in strategic and other important activities.
- Giving instructions more effectively.
- Knowing when to delegate and when to instruct.
- Confidently expressing yourself using a simple assertiveness formula thus achieving better results and avoiding aggression.

Target Audience: Executives, Managers and others interested in communicating effectively.

Presented by: **Brenda Eckstein**

About the presenter:

Brenda is an experienced trainer and speaker who has presented to a wide range of people on five continents. Her energetic workshops incorporate fun, leadership, and (continuous improvement), growth.

**Wednesday, 15 October
08:00 for 08:30 - 13:30**

Costs:

**Members: R550 pp / R500 pp for 3 or more / R450 pp for 5 or more
Non-Members: R700 pp / R630 pp for 3 or more / R560 pp**

Prices incl VAT

Venue: Chamber Square
Lion Match Office Park
892 Umgeni Road
[Google Map](#)

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Enquiries & RSVP	Sharmla Pillay - Tel: 031 335 1000	
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