



Organising and delegating (CPD Certified) online

What will I learn?

How to use the EQUAL online learning platform to complete tasks and assessments Section 1: Organisation in the workplace This section will develop your awareness of how to organise people to achieve objectives, as well as how to identify the appropriate person for an activity in the workplace. Section 2: Delegation skills In this section, you will learn how to delegate tasks effectively to achieve workplace objectives. You will also cover the benefits of empowerment in the workplace and barriers to delegation, along with ways to overcome these barriers.

Entry Requirements

Spoken and written English at Level 2 and be a confident IT user - experience in using web-based learning would be beneficial. You will also need to be motivated to undertake personal study. You will need an email address to use the EQUAL online learning platform

Assessment / Exam

You will complete online evidence demonstrating how you meet the course criteria. The average time to complete this online course is 2- 6 hours you may however complete in more or less time. It will depend on your commitment to the course. You will receive instant feedback from auto marked assessments. At the end of the course you will receive a your personalised Official CPD certificate

Career Opportunities

This course supports progression onto a range of other CPD online courses. Or you may be interested in our range of online Level 2 vocational courses that are also on the EQUAL online learning platform.