

**Delegating for Improved Productivity & Employee Development 4 Hrs**

In this interactive training session, participants will learn how to delegate with clarity, confidence, and purpose — strengthening their teams while creating capacity to focus on higher-level responsibilities.

**Course Topics Include:**

- Identifying common barriers and objections to delegation
- Describing the experiences and outcomes of ineffective vs. effective delegation
- Explaining the five “rights” of delegation
- Describing ways to ensure that the ownership of the delegated tasks remains with the appropriate employee

**ETI Instructor Dr. Barbara Sweet** is President/CEO of Learning Transfer Institute, a consulting, training and coaching firm focused on helping organizations create more positive, respectful, and inclusive workplaces. She is an accomplished speaker and author with over 20 years of HR executive experience.

**Course Cost: \$125.00****WHEN:**

**Monday  
June 30, 2025  
5:00 pm – 9:00 pm**

**WHERE:**

**Online, Remote,  
“Virtual Classroom,”  
Via Zoom**

**For more information or to register, please contact:  
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