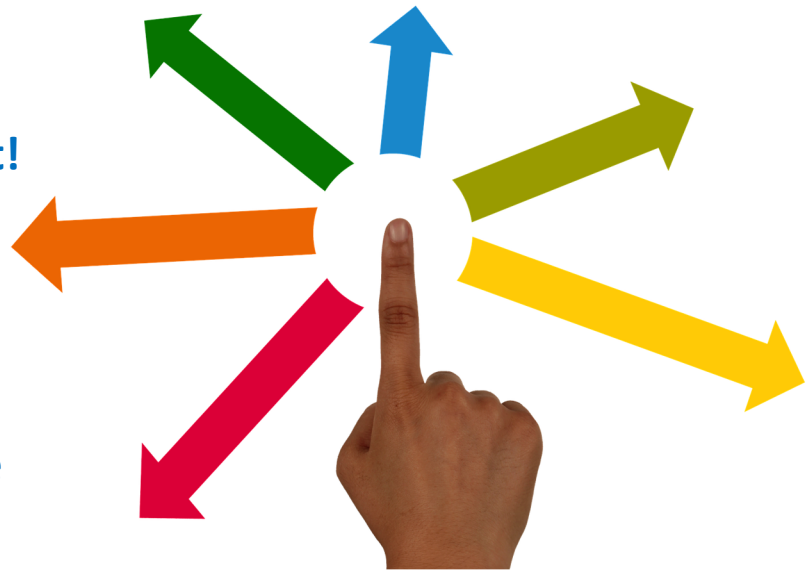


# Effective Delegation

Too much to do and not  
enough time to do it?  
Don't delay it... delegate it!

Targeted to supervisors,  
this workshop focuses on  
what you can do to lighten  
your load while getting the  
work done and developing  
your staff.



**April 6, 2021**

**9:00 a.m.-10:30 a.m.**

This workshop is being delivered via Zoom.  
An invitation will be sent in advance of the session.

**Register via myUCF**

Employee Self Service > Learning and Development >  
Request Training Enrollment >  
Search by Course Number PER209

(Open to all UCF Faculty & Staff Supervisors)

Contact: HR Learning  
HRLearning@ucf.edu  
407-823-0440



**Human Resources**

Learning & Organizational Effectiveness