



Management And Leadership

Empowering and Developing Others

Course Introduction

Delegation is the most effective way to empower people. Usually leaders do not delegate or they do not know the right way to do it, maybe because they have some fears, or maybe they themselves do not feel empowered, therefore, they cannot take an action to empower their teams. The activity of empowerment seems to be intangible, while in fact, it is tangible and measurable, it can be measured by the effectiveness of delegation taken by leaders. This training workshop focuses on building and developing the participants' skills of effective delegation for the sake of empowering their team members. The workshop highlights the benefits of delegation at work and how to make leaders and managers feel more comfortable and confident when delegating others.

Target Audience

- Mid-level Managers
- Senior Leaders and Executives
- Team Leaders and Supervisors
- Aspiring Leaders and High-Potential Employees
- Project Managers
- Entrepreneurs and Small Business Owners

Learning Objectives

By the end of this training course, participants will be able to:

- Appreciate the importance of delegating to others as a way to offload work and get more done in your busy life
- Face your fear of delegation and learn to think positively about delegating tasks to others
- Adopt an appropriate strategy to delegate the right task to the right people at the right time and in the right way

- Use a systematic step-by-step approach to brief people on what you want to delegate to them
- Follow a number of important guidelines to monitor the performance of the delegate as well as your own performance when delegating
- Coach and empower others to perform at their peak and help them grow while completing a delegated task

Course Outline

• 01 Day One

The benefits of delegation & empowerment

- How critical is it to master delegation skills?
- What happens if you don't delegate?
- Do we need to delegate more than ever before?
- The middle management pain in delegation
- leadership behaviors and skills for delegation
- Benefits of delegation for the employees and the leader
- Exploring manager's insecurities towards delegation
- Why we don't delegate enough?
- Why are we afraid of delegating?
- How to overcome barriers to delegation?

• 02 Day Two

WHAT NOT TO DELEGATE

- Final management decisions
- Decisions on overall operating problems
- Work that subordinates cannot perform effectively

HOW TO DELEGATE

- How to set up the scene and describe a task to a delegate?
- What to avoid so you don't undermine yourself?
- What is the 6-step delegation process?
- What is the significance of each step and what happens if you miss a step or don't do it properly?

- How to put the delegation technique into practice by getting inspired from example scenarios?

DELEGATION STRATEGY

- what are the best strategies to delegate?
- what should you delegate?
- who should you delegate it to?
- when should you delegate?
- how should you delegate?
- what are various types of delegation and what are the advantages and disadvantages of each type?
- what is the ideal level to delegate to and why this matters?

• 03 Day Three

HOW TO MONITOR AND CONTROL A DELEGATED TASK

- What problems can you expect when you delegate a task?
- How to prevent problems by monitoring?
- How to avoid micromanagement?
- How to delegate to a team?
- How to monitor your own performance to improve your delegation skills?

USING DELEGATION AS AN EMPOWERING COACHING TOOL

- Coaching through delegation
- Push & pull strategies
- Recognizing the contribution

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 20, 2025	April 22, 2025	3 days	3250.00 \$	KSA - Riyadh
Aug. 18, 2025	Aug. 20, 2025	3 days	3250.00 \$	UAE - Abu Dhabi

FROM	TO	DURATION	FEES	LOCATION
Oct. 27, 2025	Oct. 29, 2025	3 days	3250.00 \$	UAE - Dubai