



## **Advanced Delegation and Empowerment**

**التفويض المتقدم والتمكين**

**05 – 09 October 2026, Vienna / Austria**

## Introduction

Effective delegation and empowerment are essential leadership skills that drive productivity, accountability, and team development. This advanced training course equips professionals with the tools and techniques to delegate tasks strategically while empowering team members to take ownership and perform at their best. Participants will learn how to align responsibilities with capabilities, build trust, and create a culture of autonomy and high performance. Through practical insights and real-world applications, the course enhances leadership effectiveness, improves team engagement, and ensures optimal utilization of organizational resources.

## Objectives

- Strengthen strategic delegation skills for improved efficiency
- Enhance the ability to empower and motivate team members
- Improve task allocation based on skills and competencies
- Build trust and accountability within teams
- Develop effective monitoring and feedback techniques
- Foster a culture of ownership and continuous performance improvement

## Who Should Attend?

- Senior and mid-level managers
- Team leaders and supervisors
- Project managers
- HR and organizational development professionals
- Professionals responsible for team performance and leadership

## Course Outline

### Day One

#### 1. Fundamentals of Delegation

- Principles and importance of effective delegation
- Common barriers and misconceptions
- Roles, responsibilities, and accountability

#### 2. Assessing Tasks and Team Capabilities

- Identifying tasks suitable for delegation
- Matching tasks with employee skills
- Evaluating readiness and competence levels

#### 3. Communication in Delegation

- Setting clear expectations and objectives
- Delivering instructions effectively
- Ensuring mutual understanding

### Day Two

#### 1. Delegation Planning and Structuring

- Defining scope and desired outcomes
- Prioritizing tasks and timelines
- Establishing performance standards

#### 2. Empowerment Concepts and Practices

- The difference between delegation and empowerment
- Building trust and autonomy
- Encouraging initiative and ownership

#### 3. Motivating Through Delegation

- Linking delegation to employee development
- Recognizing and rewarding performance
- Maintaining engagement and morale

### Day Three

#### 1. Monitoring and Control Mechanisms

- Tracking progress without micromanaging
- Setting checkpoints and milestones
- Using performance indicators

#### 2. Feedback and Coaching Skills

- Providing constructive feedback
- Coaching for performance improvement
- Handling mistakes and learning opportunities

#### 3. Managing Risks in Delegation

- Identifying potential risks
- Preventing task failure
- Contingency planning

## Day Four

### **1. Advanced Empowerment Strategies**

- Creating a culture of empowerment
- Delegating authority vs. responsibility
- Encouraging decision-making at all levels

### **2. Overcoming Delegation Challenges**

- Dealing with resistance from team members
- Managing underperformance
- Handling over-dependence on managers

### **3. Collaborative Decision-Making**

- Involving teams in decisions
- Building shared accountability
- Strengthening team trust

## Day Five

### **1. Leadership Mindset for Empowerment**

- Shifting from control to enablement
- Emotional intelligence in delegation
- Building leadership credibility

### **2. Performance Evaluation and Improvement**

- Measuring delegation effectiveness
- Continuous improvement strategies
- Aligning delegation with organizational goals

### **3. Sustaining Delegation and Empowerment Practices**

- Embedding practices into daily operations
- Developing future leaders
- Long-term impact on organizational success

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **6,500 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

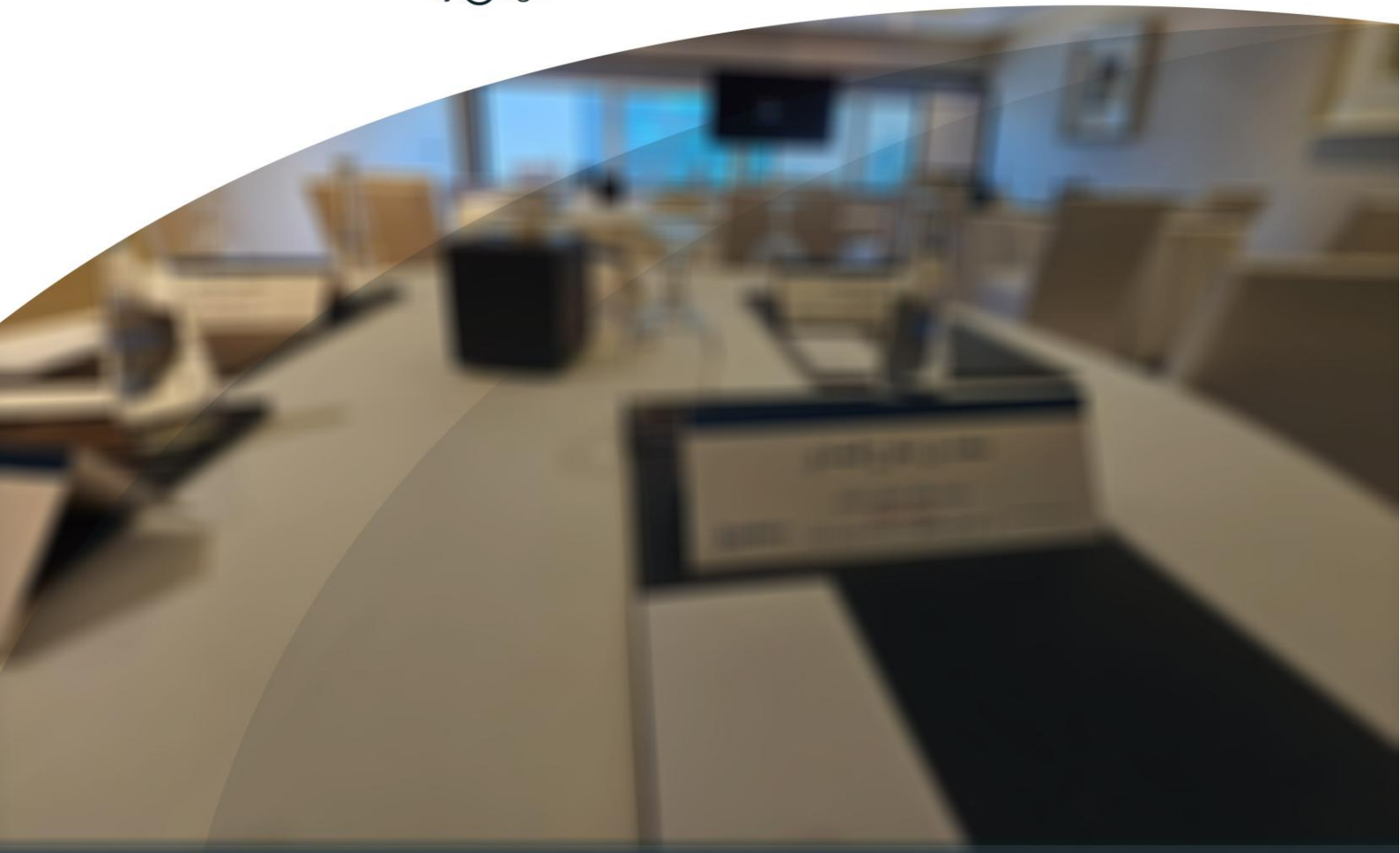
يُعَدّ التفويض الفعّال وتمكين أعضاء الفريق من المهارات القيادية الأساسية التي تُعزز الإنتاجية والمساءلة وتطوير الفريق. تُزوّد هذه الدورة التدريبية المتقدمة للمشاركين بالأدوات والتقنيات اللازمة لتفويض المهام استراتيجياً، مع تمكين أعضاء الفريق من تحمّل المسؤولية وبذل قصارى جهدهم. سيتعلم المشاركون كيفية موازنة المسؤولية مع القدرات، وبناء الثقة، وخلق ثقافة الاستقلالية والأداء المتميز. من خلال رؤية عملية وتطبيقات واقعية، تُعزز الدورة فعالية القيادة، وتُحسّن مشاركة الفريق، وتضمن الاستخدام الأمثل لموارد المؤسسة.

## الأهداف

- تعزيز مهارات التفويض الاستراتيجي لتحسين الكفاءة
- تعزيز القدرة على تمكين أعضاء الفريق وتحفيزهم
- تحسين توزيع المهام بناءً على المهارات والكفاءات
- بناء الثقة والمساءلة داخل الفرق
- تطوير أساليب فعّالة للمتابعة والتغذية الراجعة
- تعزيز ثقافة الملكية والتحسين المستمر للأداء

## الحضور

- المدراء من المستويين المتوسط والعالى
- قادة الفرق والمشرفون
- مدراء المشاريع
- متخصصو الموارد البشرية والتطوير التنظيمي
- المسؤولون عن أداء الفريق وقيادته



## CONTACT US

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