



DELEGATING and Empowerment

Course Introduction:

Managers who try to do everything themselves lose their focus and lose sight of the big picture. If you don't learn to delegate, you'll never have the time or energy it takes to do your own job and to help your team. A clear understanding of how to delegate effectively can increase the success of delegation and build confidence for both managers and subordinates.

With regards to employee engagement, managing through effective delegation benefits all employees in an organization, not just managers. You know that other employees can handle certain tasks better than you, and delegating gives both managers and their staff the opportunity to master something new. In addition, a leader needs to work with team members to help them develop the skills and experience they need to move forward. When people are 'empowered' -- given authority, responsibility and accountability – they have an opportunity to grow.

This training explores the differences between delegation and empowerment and introduces steps that enable supervisors and managers to delegate effectively. Participants also assess their attitudes and current practices as delegators and, through experiential activities, explore how to delegate effectively.

Course Objectives:

The aim of this course is to enable participants to effectively delegate tasks to employees that will offer meaningful challenges and provide them with opportunities to build their skills.

Who Should Attend?

Managers, supervisors, project managers and team leaders

Course Outline:

- What is Power?
- Difference between Empowerment and Delegation
- Understanding Employee Engagement
- Three Keys to Empowerment
- Barriers to Delegation
- 9 Steps to Delegating Effectively
- Avoiding Pitfalls
- Preparation of a Delegation Procedure
- Measuring Results of Empowerment Summary
- Define the meaning of delegation
- Advantages and disadvantages of delegation

- Factors affecting delegation
- Levels of delegation
- Step[s] to successful delegation
- The empowering manager
- Four areas where empowerment can be applied

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session