



International Training
Center Paris

TRAINING SCHEDULE

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DELEGATION AND EMPOWERMENT FOR MANAGERS

Overview:

The Delegation and Empowerment for Managers training program is designed to help managers and supervisors develop the skills needed to delegate tasks effectively and empower their teams to achieve their goals. Participants will learn how to identify tasks that can be delegated, delegate tasks appropriately, and provide support and resources to ensure successful task completion. The program also focuses on developing leadership skills to empower employees to take ownership of their work and make decisions that benefit the organization.

Objectives:

- Understand the benefits of effective delegation and empowerment for individuals, teams, and organizations
- Learn how to identify tasks that can be delegated and appropriate team members to delegate to
- Develop effective communication skills to explain delegated tasks and expectations clearly
- Learn how to provide necessary support and resources to ensure successful task completion
- Develop leadership skills to empower employees to take ownership of their work and make decisions that benefit the organization
- Understand how to evaluate the effectiveness of delegation and empowerment strategies

Upon completion of this training program, participants will have the skills and knowledge needed to delegate tasks effectively and empower their teams to achieve their goals. They will be able to communicate expectations clearly, provide necessary support and resources, and develop effective leadership skills to empower employees to take ownership of their work.

Additionally, they will be able to evaluate the effectiveness of delegation and empowerment strategies and develop plans for continuous improvement.

Targeted Groups:

- Managers looking to delegate effectively
- Team leads distributing tasks efficiently
- Leaders aiming to empower their teams
- Professionals seeking to balance delegation and control
- Individuals aiming to build a culture of autonomy

Planning:

Day 1: Introduction to Delegation and Empowerment

- Understanding the benefits of delegation and empowerment
- Identifying tasks that can be delegated
- Understanding the different levels of delegation

Day 2: Communication and Delegation

- Effective communication skills for delegating tasks
- Setting clear expectations and goals
- Providing feedback and support

Day 3: Resource Allocation and Delegation

- Identifying necessary resources for successful task completion
- Allocating resources effectively
- Mitigating risks and challenges

Day 4: Leadership and Empowerment

- Developing leadership skills to empower employees
- Encouraging ownership and accountability

- Building trust and collaboration

Day 5: Evaluation and Continuous Improvement

- Evaluating the effectiveness of delegation and empowerment strategies
- Identifying areas for improvement
- Developing a plan for continuous improvement