Course : Delegating and Empowering

Managerial best practices
Practical course - 2d - 14h00 - Ref. DEL
Price : 1590 CHF E.T.

★★★★½   4,8 / 5

(BEST)

Effectively delegating responsibilities will help increase a team's motivation, cohesion, and performance. This course will enable you to master all of its aspects. You'll learn how to empower and guide your employees and set up useful indicators to monitor their progress.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✅ Know the steps of the delegation process.
- ✅ Set individual goals.
- ✅ Lead a delegation meeting
- ✅ Implement progress indicators
- ✅ Support the delegation over time

Intended audience
Team managers.

Prerequisites
Initial management experience desirable.

Practical details
Hands-on work
Role-playing scenarios with individualized feedback. Interactive discussions.

Course schedule

1   Spotting the challenges of delegation

- Understanding the benefits to the employee, to management, and to the company.
- Using delegation as a development tool.
- Being mindful of your personal approach in delegating.
- Identifying basic rules for delegation and common pitfalls to avoid.

Hands-on work
Individual task: Each participant drafts a list of assignments and tasks to delegate to their team. Collective debriefing.

2   Empowering through delegation

- Setting the boundaries of the delegation: Expected results
- Identifying development needs.
- Setting individual goals: Goal, recipient, deadline.
- Know the steps of the delegation process.
- Taking into account levels of skill and self-sufficiency.

Hands-on work
In pairs, define expected areas of results. Individual workshop, mapping your team's skills. Group discussion on the link between skills and assignments to delegate.

3   Lead a delegation meeting

- Defining the key steps of the delegation meeting.
- Preparing for your meeting: Time, place, messages.
- Choosing suitable communication: Clarity, posture, choice of words.
- Listening to the delegatee and taking their needs into account.
- Motivating your employee to take action.

Hands-on work
Delegation meeting role-play. Debriefing about the behaviors observed.

4   Overseeing delegation

- Identifying tracking indicators.
- Setting up individual and group scorecards.
- Formalizing points of progress.

Hands-on work
individual exercise: Identifying effective tracking indicators. Creating your dashboard. Introduction and discussions.

5   Support the delegation over time

- Staying informed about the progress of the assignments.
- Scheduling progress meetings.
- Knowing how to value and recognize success.
- Managing deviations and risks, and reframing if need be.
- Readjusting the oversight indicators if needed.
- Assessing whether the delegation was successful.

Hands-on work
Giving signs of recognition, knowing how to manage deviations. Personalizing debriefing.

Options

Certification : 290 € HT

Dates and locations

REMOTE CLASS
2026 : 23 Mar., 27 Apr., 28 May, 28 May, 22 June,
3 Sep., 3 Sep., 26 Oct., 16 Nov., 16 Nov., 7 Dec.