

Delegation & Empowerment Skills in Administration

Date	Venues	(\$)Fees	Book your seat
28 Dec -01 Jan 2026	Kuala Lumpur	3499	Register Now

Course overview

This Program offers an extensive training on Delegation & Empowerment Skills in Administration in the 21st Century. This workshop will provide the most comprehensive training on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of Managerial Work, Perspectives on Effective Leadership Behavior,

Participative Leadership, Delegation, and Empowerment, Managerial Traits and Skills Theories of Effective Leadership, Leading Change in Organizations, Leadership in Teams and Decision Groups, Strategic Leadership by Top Executives and Developing Leadership Skills

Course objective

- Respond rapidly to changing circumstances and employ time and resources more productively
- Delegate effectively in team, virtual and cross-functional environments
- Assess your own delegating ability and address your hesitations about delegation
- Give employees the authority and responsibility they need to get the job done
- Avoid common mistakes of delegation, including reverse delegation
- Identify which types of tasks and responsibilities should be delegated and which ones should not
- Improve goal-setting, prioritizing, planning, communication and feedback skills
- Delegate across the organization, to peers, subordinates and team-members

Who should attend?

- Human Resources Manager
- New managers without previous experience
- Top Management
- Marketing Managers
- Operations Manager

Course outline

- Delegating, More Important Than Ever
- What is Delegating?
- Who Delegates to Whom?
- Why Delegate?
- Why Hesitate to Delegate?
- Requirements for Successful Delegating
- The Delegating Process
- Planning to Delegate
- Common Causes of Delegating Problems
- Delegating to Teams
- Delegating to Colleagues and Co-Workers

Training methodology

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays