

LEADERSHIP & MANAGEMENT | COURSE BROCHURE

Delegation and Empowerment for Managers

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

Managers who cannot delegate become bottlenecks and burn out, while their teams stay underdeveloped. This course teaches how to decide what to delegate, match tasks to people, give clear briefs, agree decision authority, support without micromanaging and build a team that takes ownership.

Delegation is one of the most powerful and most avoided management skills. You will learn a reliable method that frees your time and grows your people.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Workload analysis, delegation planning, briefing practice, role plays and peer coaching.

Course objectives

By the end of this course, participants will be able to:
• Identify barriers to delegation
• Decide what tasks and decisions to delegate
• Match work to people's capability and development needs
• Brief clearly and agree levels of authority
• Monitor progress without micromanaging
• Develop an empowered, self-reliant team

Target audience

This course is suitable for:
• Managers and supervisors
• Team leaders
• Business owners
• Project managers
• Specialists managing others



Course content

Target competencies

Participants will develop competencies in:

- Delegation
- Briefing
- Empowerment
- Follow-up
- People development

Course outline

Day 1: Why Delegation Fails

09:00–10:08	Common fears and excuses
10:08–11:00	Cost of not delegating
11:00–11:30	**Coffee break**
11:30–11:45	Cost of not delegating (continued)
11:45–12:53	Self-assessment
12:53–14:00	Exercise: workload analysis

Day 2: What to Delegate

09:00–10:08	Tasks, projects and decisions
10:08–11:00	Levels of authority
11:00–11:30	**Coffee break**
11:30–11:45	Levels of authority (continued)
11:45–12:53	Risk and readiness
12:53–14:00	Workshop: delegation plan

Day 3: Briefing Effectively

09:00–10:08	Clear outcomes and constraints
10:08–11:00	Resources and support
11:00–11:30	**Coffee break**



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11:30–11:45	Resources and support (continued)
11:45–12:53	Checking understanding
12:53–14:00	Practice: delegation briefs

Day 4: Supporting and Monitoring

09:00–10:08	Checkpoints and reviews
10:08–11:00	Coaching versus rescuing
11:00–11:30	**Coffee break**
11:30–11:45	Coaching versus rescuing (continued)
11:45–12:53	Handling mistakes
12:53–14:00	Role play

Day 5: Empowered Teams

09:00–10:08	Decision rights and autonomy
10:08–11:00	Growing capability
11:00–11:30	**Coffee break**
11:30–11:45	Growing capability (continued)
11:45–12:53	Recognition
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,650.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Rome Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Paris Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,860.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,450.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Barcelona Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,840.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Vienna Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,940.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Dubai Confirmed dates	29 Mar 2027	2 Apr 2027	**€3,150.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
London Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Amsterdam Confirmed dates	10 May 2027	14 May 2027	**€2,540.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	24 May 2027	28 May 2027	**€1,890.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**€3,150.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.–**
Barcelona Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,840.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**
Frankfurt Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Rome Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,450.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Vienna Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,940.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Rome Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	22 Nov 2027	26 Nov 2027	**€3,150.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,890.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smart-horizon.eu
Amsterdam
The Netherlands

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