MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

DELEGATION - THE ART OF DELEGATING EFFECTIVELY

"Master the skill of delegation to enhance leadership effectiveness and organizational productivity."

Schedule

Date	Venue	Fees (Online)
23 Jul 2026	Online	USD 450 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective delegation is a cornerstone of leadership. When done right, it can boost productivity, empower team members, and help leaders focus on higher-priority tasks. This 1-day online training is designed to teach professionals the key principles of delegation and how to apply them in their work. Participants will learn how to delegate tasks efficiently, monitor progress, and build trust within their teams.

The course will explore practical tools and techniques for delegating effectively, ensuring that tasks are completed to the highest standard while fostering growth and responsibility within the team. Through interactive discussions and real-world examples, participants will gain the confidence to delegate tasks with ease and ensure their teams perform at their best.

Objectives

By the end of this course, participants will be able to:

- Understand the principles of effective delegation.
- Identify tasks suitable for delegation and those that should remain with the leader.
- Delegate with clarity, ensuring that the right person receives the right task.
- Track progress and offer feedback for continuous improvement.
- Build a culture of trust and responsibility within their teams.

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Why Attend

- Learn how to maximize team efficiency by delegating tasks effectively.
- Improve leadership effectiveness and focus on high-priority tasks.
- Empower your team members by giving them more responsibility.
- Gain confidence in assigning tasks and handling delegation challenges.
- Receive practical tools to implement delegation strategies immediately.

Target Audience

This program is designed for:

- Team leaders and managers looking to improve their delegation skills.
- Senior professionals who want to enhance their leadership effectiveness.
- Entrepreneurs and business owners aiming to grow their teams and manage workloads more efficiently.
- HR professionals working to build leadership skills within organizations.

Individual Benefits

Key competencies that will be developed include:

- Mastering the art of delegation to improve leadership productivity.
- Building stronger, more accountable teams.
- Gaining the ability to assign tasks clearly and confidently.
- Developing effective follow-up strategies to ensure completion.
- Building trust and empowerment within teams for better collaboration.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced team efficiency by delegating tasks effectively.
- Improved leadership by focusing on strategic goals and tasks.
- A culture of responsibility and trust across teams.
- Stronger performance through empowered and engaged team members.
- More time for leaders to focus on high-impact areas of the business.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Key principles and strategies for effective delegation.
- Case Studies – Real-world examples of successful delegation in leadership.
- Workshops – Interactive exercises to practice delegation skills.
- Peer Exchange – Group discussions to share challenges and solutions in delegation.
- Tools – Templates and frameworks for successful delegation and monitoring.

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Course Outline

Training Hours: 9:00 AM – 4:00 PM **Format**: 3 Learning Modules | Breaks: 11:00 & 2:00

Day 1: The Art of Delegation in Leadership

- Module 1: Principles of Effective Delegation (09:00 – 11:00)
- The importance of delegation for leaders.
- Identifying tasks to delegate and tasks to keep.
- The delegation process: from assigning to feedback.
- Module 2: Building Trust and Empowerment (11:15 – 1:15)
- How delegation can empower team members.
- Building trust through delegation.
- Overcoming challenges in delegation.
- Module 3: Monitoring Progress and Providing Feedback (2:00 – 4:00)
- How to track delegated tasks effectively.
- Providing constructive feedback and support.
- Handling problems and adapting delegation as needed.

Certification

Participants will receive a Certificate of Completion in Delegation Skills for Leadership, confirming their ability to delegate effectively and enhance leadership performance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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