



*Training Course:  
Effective Delegation & Team Empowerment*

*13 - 15 September 2026  
Istanbul (Turkey)  
DoubleTree by Hilton Istanbul Esentepe*

## Training Course: Effective Delegation & Team Empowerment

Training Course code: PS236509 From: 13 - 15 September 2026 Venue: Istanbul (Turkey) - DoubleTree by Hilton Istanbul Esentepe Training Course Fees: 4150 € Euro

### Introduction

This program is designed to equip leaders and managers with the skills and frameworks necessary to delegate tasks effectively, optimize team capacity, and empower employees to take ownership of responsibilities. Participants will learn practical strategies to balance operational workload with strategic oversight, improve team productivity, and enhance organizational performance.

### Objectives

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

- Understand the principles and benefits of effective delegation.
- Identify tasks suitable for delegation and determine the right level of authority.
- Build team confidence and accountability through empowerment strategies.
- Structure workload distribution for optimal resource utilization.
- Apply delegation techniques to enhance focus on strategic planning and decision-making.

### Course Methodology

- Interactive workshops and group discussions
- Case studies and real-life scenarios
- Role-playing exercises for delegation and feedback
- Practical tools and templates for task allocation and monitoring
- Reflective exercises to link learning to participants' daily work

### Organizational Impact

- Increased efficiency in operational task management
- Improved team engagement and performance
- Enhanced managerial focus on strategic priorities

- Clearer accountability and ownership across teams
- Sustainable improvements in process optimization and decision-making

## Target Audience

- Team leaders, managers, and supervisors
- Project managers responsible for cross-functional teams
- Professionals seeking to improve leadership effectiveness and team productivity

## Outlines

### Day 1:

#### Foundations of Effective Delegation

- Understanding delegation: principles, benefits, and challenges
- Differentiating between tasks to delegate and tasks to retain
- Identifying team capabilities and matching tasks appropriately
- Common delegation mistakes and how to avoid them
- Practical exercises: Delegation mapping

### Day 2:

#### Empowering Your Team

- Techniques for building trust and confidence in team members
- Setting clear expectations, authority, and accountability
- Effective communication and feedback for delegated tasks
- Motivating and coaching your team to take ownership
- Role-playing exercises: Delegation and feedback scenarios

### Day 3:

#### Strategic Workload Management & Sustainability

- Structuring team workload for efficiency and optimal capacity

- Delegation as a tool to focus on strategic planning and control functions
- Monitoring progress without micromanaging
- Creating a personal action plan for sustainable delegation practices
- Case studies: Applying delegation strategies to real organizational challenges

## Registration form on the Training Course: Effective Delegation & Team Empowerment

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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