



Consulting and Training | Reach New Heights

Course Name

Delegation - Entry to Mid

Sector Name

Management And Leadership

Document Type

Generated by Boostlab

[Click Here To Visit Course](#)

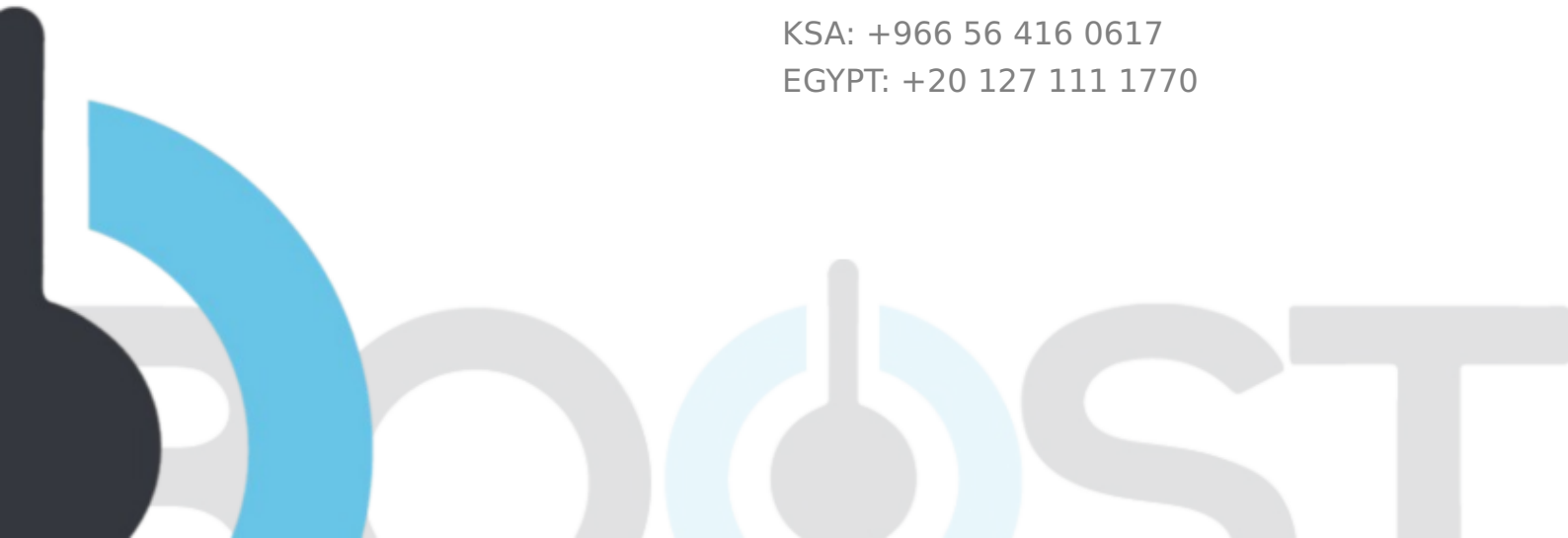
ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Delegation - Entry to Mid

Course Introduction

Delegation is one of the most misunderstood management skills. Many professionals see delegation as simply assigning tasks, while in reality it is a structured process that enables efficiency, accountability, and leadership growth.

Developed by **Boost**, this course is designed to help entry- to mid-level professionals delegate work effectively without losing control or accountability. The program focuses on when to delegate, what to delegate, and how to delegate in a way that builds trust, develops people, and improves performance—without turning delegation into micromanagement or abdication.

Boost's Delegation - Entry to Mid-course equips participants with practical delegation skills that improve productivity and team capability.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Delegation - Entry to Mid

Target Audience

- ✓ Supervisors and team leaders
- ✓ New and aspiring managers
- ✓ Professionals responsible for coordinating work
- ✓ Employees transitioning into leadership roles
- ✓ Managers seeking to improve workload management

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Delegation - Entry to Mid

Learning Objectives

- ✓ Understanding delegation as a management and leadership skill
- ✓ Identify tasks that should and should not be delegated
- ✓ Delegate work clearly and effectively
- ✓ Balance delegation with control and accountability
- ✓ Avoid common delegation mistakes
- ✓ Use delegation to develop team capability

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Delegation - Entry to Mid

Course Outline

✓ DAY 01

Understanding Delegation

Module 1: What Delegation Really Means

- ✓ Delegation vs. task assignment
- ✓ Why delegation matters for managers
- ✓ Common misconceptions about delegation

Module 2: Barriers to Effective Delegation

- ✓ Fear of losing control
- ✓ Lack of trust or clarity
- ✓ Personal habits that prevent delegation

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Delegation - Entry to Mid

Course Outline

✓ Day 02

Deciding What and When to Delegate

Module 3: Identifying Delegable Tasks

- ✓ Routine vs. critical tasks
- ✓ Matching tasks to capability
- ✓ Risk awareness in delegation

Module 4: Timing and Readiness

- ✓ Assessing team readiness
- ✓ Delegating for development vs. speed
- ✓ Avoiding over- or under-delegation

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Delegation - Entry to Mid

Course Outline

✓ Day 03

How to Delegate Effectively

Module 5: Communicating Delegation Clearly

- ✓ Defining outcomes and expectations
- ✓ Clarifying authority and limits
- ✓ Ensuring understanding

Module 6: Setting Accountability and Follow-Up

- ✓ Ownership and responsibility
- ✓ Monitoring without micromanaging
- ✓ Effective follow-up practices

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Delegation - Entry to Mid

Course Outline

✓ Day 04

Delegation and People Development

Module 7: Using Delegation to Develop Skills

- ✓ Delegation as a learning tool
- ✓ Stretch assignments
- ✓ Supporting growth through responsibility

Module 8: Handling Mistakes and Learning

- ✓ Managing errors constructively
- ✓ Coaching vs. correcting
- ✓ Maintaining confidence and trust

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Delegation - Entry to Mid

Course Outline

✓ Day 05

Strengthening Delegation Practice

Module 9: Evaluating Delegation Effectiveness

- ✓ Assessing outcomes and impact
- ✓ Identifying improvement opportunities
- ✓ Adjusting delegation approaches

Module 10: Building a Delegation Mindset

- ✓ Delegation as an ongoing practice
- ✓ Aligning delegation with leadership style
- ✓ Sustaining effective delegation habits

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Delegation - Entry to Mid

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 12, 2027	April 16, 2027	5 days	4950.00 \$	Austria , Vienna
Aug. 30, 2027	Sept. 3, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 9, 2026	Nov. 13, 2026	5 days	2150.00 \$	Virtual , Online
Jan. 25, 2027	Jan. 29, 2027	5 days	4250.00 \$	UAE , Dubai

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

