BELIEVING IN AUTHENTIC LEARNING

Training Program

EFFECTIVE TASK DELEGATION

PACE | PACE Institute of Management

Training Program

EFFECTIVE TASK DELEGATION

Are You Facing These Challenges?

- **Burnout from work overload**-putting in 12–14 hours a day yet still falling short of KPIs.
- **Employees are less compliant compared to previous generations**. They expect to understand the *why* behind their tasks and resist rigid, top-down commands.
- **Employees underperform**, leaving managers to redo tasks themselves, costing even more time.

Understanding these real challenges, "**Effective Task Delegation**" program will help you:

- **From "Overloaded" to "Efficient"** – Learn to apply methodical delegation principles adapted to Vietnamese workplace culture.
- **From "Being Assigned" to "Co-creation"** – Master communication strategies to engage younger generations through logic and purpose instead of rigid commands, while tapping into their creativity at work.
- **From "Fall Short" to "Right the First Time**" – Learn to establish a standardized delegation process with defined goals, measurable criteria, and detailed timelines. Gain mastery in effective delegation techniques and adjust during execution to ensure expected outcomes.

*"**Effective Task Delegation"** equips and strengthens **a critical survival skil**l for every manager in today's era!*

PROGRAM PARTICIPANTS

- Corporate leaders and managers;
- Middle management (Functional Directors, Heads and Deputy Heads of Departments, Divisions, and Units);

Professionals working in corporate environments aiming to develop and master this essential skill.

PROGRAM OUTCOMES

Upon completion, participants will be able to:

- **Shift your mindset** from "overloaded manager" to "effective leader" by applying methodical delegation principles suited to Vietnamese workplace culture.
- **Manage multi-generational teams effectively** through logic-driven communication rather than traditional command-and-control.
- **Apply accurate competency assessment tools** and standardized delegation processes to ensure tasks are completed right the first time.
- **Master hands-on delegation models** that free up managerial time while creating development opportunities for employees.
- **Foster a culture of empowerment** and build autonomous teams, creating a workplace where young talent chooses to stay long term

→ Outcome: Less managerial overload, stronger team performance.

PROGRAM OUTLINE

Part I. Delegating the Right Way – Start with the Right Objectives (Overview)

- Why delegation and empowerment are core competencies of modern managers.
- Common delegation pitfalls – their consequences and how to overcome them.
- 03 key capabilities: Assigning the right task to the right people, empowering effectively with appropriate oversight, and building a proactive, accountable team culture.

Part II. Smart Task Allocation – Matching People with the Right Work

- Principles of effective task allocation: clarity – fairness - right fit.
- How to assess employee competencies to make sound assignment decisions.
- Understanding generational differences to communicate and delegate effectively, and build engagement.
- Analyzing various practical scenarios.

Part III. Empowering Effectively – A Lever for Team Growth

- Distinguishing clearly between assignment and empowerment in management.
- The process of selecting – monitoring – supporting - providing feedback in empowerment.
- 03 proven empowerment models: RACI, 5 Levels of Delegation, Skill–Will Matrix.

Part IV. Building a Delegation Culture – Creating Autonomous, Growth-Oriented Teams

- Identifying barriers to making delegation an organizational habit.
- Methods to foster a Delegation Culture.
- Frameworks/ models for establishing a Delegation Culture.

PROGRAM DURATION

Duration: The total duration of the program is 04 sessions (equivalent to 12 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: www.PACE.edu.vn.

Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website www.PACE.edu.vn or contact PACE's Training Consulting and Training Department.

Scan here to learn more about PACE's training programs

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