Why Delegate?
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Delegation is the assignment of responsibility to someone else, (typically a subordinate), to complete specific tasks where the one who delegates is still held accountable for the project in which they delegated (Delegation, 2008) If used correctly, delegation can enhance employee development and improve empowerment amongst individual employees as well as teams in the workplace (Heathfield, N.D.).

It was once said, "There is no shame in asking for assistance. And, there is no such thing as a single-handed success. (Successful Delegation, N.D.)" Delegation can improve efficiency and team morale.

When deciding how one should delegate, it is important to try and follow the following guidelines:

1. **Give it all.** When delegating a project, try to give the person the whole task to accomplish instead of bits and pieces (Delegation as a Leadership, N.D.). This will allow the employee to take ownership and see the project as a whole.
2. **Clarify.** Be clear with your instructions and how much support you are willing to give. Answer all of the employee's questions up front.
3. **Share the vision**. Be sure to let those you are delegating to aware of your expectations and the final vision you have for the project while allowing them to use some of the own methods as well (Delegation as a Leadership, N.D.).
4. **Feedback** (Delegation as a Leadership, N.D.). Develop a timeline or deadlines for the employee to check back in with you and give constructive feedback along the way. If you can advise the employee along the way you are more likely to get the results you want in the end.
5. **Reward.** Be sure to thank your employees and reward them as necessary for their hard work (Delegation as a Leadership, N.D.).

Not everything can be delegated. Instead you should focus on delegating tasks such as routine activities, data entry, photocopying, fact-finding research, and other small tasks that require maintenance time (How to Delegate, N.D.). When you start delegating tasks, you can evaluate your employees and see what kinds of tasks they would be good at accomplishing. The more trust you build with an employee the bigger the projects you can assign. Share the delegation and try out different employees with different tasks to give everyone new experiences (How to Delegate, N.D.).

Be sure to set deadlines for the projects to be done before your actual deadline. This will give you time to review the project thoroughly since ultimately you will be responsible (How to Delegate, N.D.). If the project isn't right, sit down with the employee you delegated to and let them know how to fix it so that they are successful in creating the final product.

Delegation can also be a lot of hard work. Some may feel like it's not worth the time and effort to teach someone else what to do (Successful Delegation, N.D.). They may not trust their employees to get the job done, don't feel like their employees are qualified for the job, feel like they can do it better by themselves, or just don't want to lose control (How to Delegate, N.D.).

In the end it's worth the time and energy to delegate appropriate tasks to employees so that you and your employees can feel successful (Delegation as a Leadership, N.D.)

References

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