# Why Delegate?

**Objectives:**        Define delegation.
Emphasize the importance of delegating.
Identify tasks that can be delegated.

**Advance preparation:**    Review materials provided (about 1 hour).

**Materials needed:**    Computer and projector
CD with Power Point Presentation
Pens and pencils
Copies of Delegation Log

**Time needed:**    30-45 minutes

**Background:**    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.

## Interest approach

**Lesson**    Ask the group the following questions:
 "Who feels stressed and overworked?"
"Who wishes they could trust someone to do some of their work?"

1.  Introduce the topic (slide 1).
2.  What is delegation (slide 2)?
3.  Benefits of delegating (slide 3).
4.  Steps on how to delegate (slides 4-8).
5.  What to delegate (slide 9)?
6.  Important points for delegating (slide 10).

7.  Why don't people delegate more often (slide 11).
8.  Discuss the pros and cons of delegation (slide 12).
9.  Summarize the lesson and take any questions (slide 13).
10. Ask the group, "What can you delegate?"  Give them the Delegation Log (Attachment 1) so that they can begin delegating effectively.  Encourage them to delegate in their personal and professional lives.

**Conclusion:**    Delegation can be an effective tool of time management and efficiency.  It can also boost team morale and individual self-confidence as well as develop individual skills.  If done properly, the benefits of delegation greatly outweigh the time and effort which must be put forth at the beginning.

**References:**    *Delegation*. (2008). Retrieved on June 19, 2008 from  Wikipedia Encyclopedia http://en.wikipedia.org/wiki/Delegation

Heathfield, Susan M. (N.D.). *Delegation as a Leadership Style: Tips for Effective Delegation.* Retrieved on June 19, 2008 from About.com Human Resources http://humanresources.about.com/cs/manageperformance/a/delegation.htm

*Successful Delegation: Using the Power of Other People's Help*. (N.D.) Retrieved on June 19, 2008 from Mind Tools http://www.mindtools.com/pages/article/newLDR_98.htm

*How to Delegate*. (N.D.).  Retrieved on June 19, 2008 from Pace Productivity http://www.getmoredone.com/tips9.html