## Why Delegate?

Why take time to delegate?

## Delegation

- Delegation is the assignment of responsibility to someone else to complete specific tasks where the one who delegates is still held accountable for the project in which they delegated.

- Typically occurs between managers and subordinates.

## Benefits of Delegating

- Improves employee and team morale
- Enhance employee development
- Effective time management tool
- Improves efficiency
- Develops individual skills

## Steps on How to Delegate

- Give it All.
  - Give a whole task to an employee not just a piece
    - This will increase ownership and pride in the project for the employee
    - The employee will be able to see the whole project from beginning to end.

## Steps on How to Delegate

- Clarify.
  - Be clear about your instructions.
  - Develop guidelines for support that will be given.
  - Answer any questions or concerns the employee may have up front about the project.

## Steps on How to Delegate

- Share the vision.
  - Let the employee know what you envision for the final project.
  - Allow the employee to share their thoughts throughout the project and use some of their own visioning on how to develop the final product.

## Steps on How to Delegate

- Feedback
  - Develop a timeline or deadlines throughout the project so that you can check on the employee's progress.
  - Give constructive criticism and be open to their feedback as well.

## Steps on How to Delegate

- Reward
  - Thank your employees while they are working on the project and after the task is completed.
  - Reward them as appropriate for their hard work.

## What Should You Delegate?

- Routine activities
- Data entry
- Photocopying, faxing, etc.
- Fact-finding Research

## Important Information for Delegation

- You will soon discover who you can delegate to and will eventually be able to delegate even bigger tasks to them.

- Share the delegation and let everyone have a chance to have new experiences.

- Remember you are the one in charge and will be responsible in the end.  Review employee's work and allow them to correct it if necessary before your deadline is due!

## Why is Delegating Just So Hard!

- It's a lot of work in the beginning
- Some feel it's not worth their time
- They don't trust their employees
- They don't think their employees are qualified for the job
- They feel they can do it better
- Loss of control

## What are the pros and cons of delegation?

Questions?