Why Delegate?

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.

- 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?