

Steps to Effective Delegation

Delegating does not eliminate the leader's work; it changes it.

Do you ever feel like the responsibility of a project rests entirely on your shoulders? Do you feel like you need to do all of the important work?

Are you afraid to ask for help because you feel too "bossy"?



These problems can be solved with the development of delegation skills.

Not everyone can delegate well. Some signs that you may need help with delegation skills include:

- Constantly feeling overworked
- Not completing tasks on time
- Finding a club/organization work piling up
- Making decisions without member input, thus causing resentment

6 Steps to Successful Delegation

Step 1: Analyze The Activity

- Assess the feasibility of the activity
- Identify your constraints
- Prioritize tasks
- Define group and individual tasks

Step 2: Decide Which Tasks To Delegate

- Identify tasks which are **important** and **urgent**
- Identify tasks which are **important**, but **not urgent**, and delegate them.
- Identify tasks which others are better skilled in, or may enjoy more, and delegate them.

Step 3: Plan The Delegation

- Further review and clarify details of each task.
- Clarify appropriate limits of authority.
- Establish performance standards
- Provide a back-up person

Step 4: Select A Member

- Match task to interests and skills
- Balance challenge with support
- Be sure not to overload a member
- Consider member developmental needs and time constraints

Step 5: Assign The Task

- Spell out specifics of the task
- Identify priorities within the task
- Clarify degree of authority
- Identify constraints
- State deadlines for completion

Step 6: Follow Up

- Continue communication opportunities during the process
- Schedule updates from members
- Initiate contact for further direction/support
- Encourage different styles of task management
- Record performance and offer appropriate feedback
- Allow for mistakes



10 Keys to Effective Delegation

- Be available to talk & give feedback.
- Share information, knowledge & plans.
- Set reasonable goals.
- Delegate segments that make sense.
- Provide training or information to do the job.
- Identify and maximize strengths.
- When possible, seek out people with the skills & knowledge needed.
- Clearly define expectations and set them high.
- Mutually set goals & standards of performance.
- Always give those who are responsible for carrying out a program a voice in the decision-making.