



Effective Delegation

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Delegation

- What does it mean?
- Why we don't do it?
- Past experience?

5 components to Effective Delegation

- Delegate meaningful tasks
- Encourage Ingenuity
- Show Confidence
- Monitor progress
- Communicate Clearly

Delegate meaningful tasks

- Think of the types of tasks you usually delegate?
- Meaningful Tasks
 - Make a difference
 - Fun
 - Exciting
 - Challenge the individual
 - Something you would like to do

Encourage ingenuity

- Telling the staff expected results and letting them get there
- Review results, not methods
- Learning to let go

Show confidence

- **Showing confidence**
 - Give them all the resources they need
 - Keep to time frame
 - Wait until staff are to report progress to you
 - When asked for opinion be tactful and offer constructive criticism
- **Not showing confidence**
 - Hovering
 - Constantly asking about progress
 - Telling them how “you” would do it
 - Taking over

Monitor progress

- Maintain minimal supervisory control by monitoring progress
- Give realist time line
- Build in safety time line
 - Don't wait until last day to have it finished

Communicate Clearly

- Nature of Tasks
- Expected results
- Time Limits
- Transferred Authority
- Methods of reporting to you