



Ideas to Use When Delegating

Proper delegation creates a team spirit and helps you accomplish much more than if you try to work alone. *Tips:*

- **Pick people** who can accept responsibility. Surround yourself with the best.
- **Try to match** the person to the task. Try to delegate assignments that will capitalize on the person's talents.
- **Remember that** the person performing the task may not do it as well as you do it. Don't be tempted to take over the project. Weigh the time you might lose at first against the time you'll save in the long run.
- **Build the person's confidence** by assigning low-risk projects at first.
- **Let delegates** put their own spin on the assignment. Their way may be better. Be sure to listen to their ideas.
- **When communicating** a task, use words that are easily understood. *A good idea:* Write out the task so the person can recheck the message.
- **Keep tabs** on what you delegate. As the deadline nears, check to make sure that everything is on target.

Delegating

Why should I delegate? Is this an appropriate task to delegate – will I transfer authority?

1. **Assign Task:**
 - Choose Task: Build the person's confidence by assigning low-risk projects at first.
 - Define Task:
 - Explain in clear terms that can easily be understood and objective standards, what task is being delegated.
 - Let delegates put their own spin on the assignment.
 - Their way may be better. Be sure to listen to their ideas.
 - Write out the task so the person can recheck the message.
State Expected Results: Clear measurable standards of achievement.
 - State Their Exact Responsibility: Be clear and concise as to what their exact responsibility is personally – and what you expect others (if any, e.g. a task force or committee) to do.
2. **Give Authority:** Explain that you are giving them the needed authority to carry out this task and that the authority will be communicated to other staff and volunteers.
3. **Give a due date** for the assignment and explain how this assignment relates to other priorities.
4. **Restate task and responsibilities:** Have person tell you what they heard.
5. **Get Commitment:** Get commitment to goals and timelines agreed upon.
6. **Monitor and Provide Feedback:**
 - Provide Positive Reinforcement: The key, as the project or task develops to keep everyone feeling energized.
 - Give additional feedback as needed.
 - Keep tabs on what you delegate. As the deadline nears, check to make sure that everything is on target.