

Effective Delegation

Top Ten Tips



Delegation is a tricky area; some leaders cannot delegate for fear the job won't be done as well as they could do it or it becomes the dumping ground for undesirable tasks. Great leaders understand the value of delegation as an important tool to grow their employees and their business.

1. Do not create a delegation dumping ground!

Delegation is not an excuse to handball the tasks you don't want to do. Use delegation as a tool to develop your people, build their experience, skills and engagement in their job.

2. Have trust!

Have trust in your people and believe they are competent enough to take on new tasks. You aren't the only competent person in your business, hopefully, so loosen up, take a deep breath and delegate. Go on, you can do it!

3. Make sure they have the skills and knowledge.

Do not delegate tasks to your team members if they do not have the knowledge or the skill to do them! Train them first and then delegate!

4. Give your team member the whole task to do.

Wherever possible delegate the whole task, this increases ownership and follow-through. If the task is too large make sure they understand the overall purpose of the task so they can see the big picture.

5. Make sure they understand exactly what you want from them.

It is no use delegating tasks if you do not clearly explain the task and the outcome you desire. Check understanding by asking questions and to get your team member to describe back to you the task at hand.

6. Set realistic time frames for completion.

Set time frames and if the task is large and complex check progress with regular meetings along the way.

7. Give them freedom and do not micro-manage!

If your team member has to get approval for each step of the way you might as well do it yourself. Give them some freedom; give them the resources, let them devise their own way to achieving the outcome and they will enjoy it much more, and most likely do a better job!

8. Make yourself available for support, feedback and questions.

Just because you aren't micro-managing don't disappear completely. Be there to give feedback and assistance when they ask for it.

9. Have an open mind!

You never know, there might just be a better way of doing things than the way they have always been done!

10. Reward and recognise results!

Make sure you debrief afterwards, give constructive feedback and reward and recognise the result, especially if it is a big task. Successful delegation can set you free!

Auridian Training & Consulting

Level 13, 167 Macquarie Street

Sydney NSW 2000, Australia

Phone: 1300 206 637

Email: info@auridian.com.au