






# Guidelines and Steps to Delegating

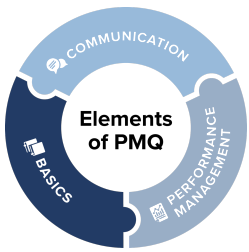
*Strong leaders know that one person can't do the work of an entire team, and delegation empowers your team. When you delegate, you are giving ownership of a task to a direct report, and you are responsible for providing on-going feedback, as well as the outcome. You are not expected to do it all; you are expected to manage it all. Those are two entirely different things.*

## Positive Outcomes of Delegating Tasks

- Develop your staff and grow their skills.
- Identify emerging successors.
- Reduce the risks of a single point of failure.
- Build trust with your team.
- Save time.
- Invest in your staff.
- Prevent burnout.

## Guidelines for Effective Delegation

				
<b>Be Realistic</b>	<b>Be Intentional</b>	<b>Be Clear</b>	<b>Be Collaborative</b>	<b>Be Supportive</b>



## Steps to Delegating

### ✔ Step 1: Prioritize

Consider your top projects, what you can delegate to complete them, then decide which team member is best for the task. Ask yourself if there is someone on your team who:

- Is seeking a stretch assignment
- Has the time capacity to handle more work
- Is ready for a development opportunity

### ✔ Step 2: Plan

It's important to balance business needs, current workload and the individual capability of team members when delegating. The key steps are to:

- |                             |  |
|-----------------------------|--|
| - Decide on action items    | - Provide clear direction and guidance         |
| - Set milestones            | - Articulate clearly the task and instructions |
| - Assign the responsibility | - Ask for feedback and questions               |

### ✔ Step 3: Monitor

Once you delegate a task, it's important to stay involved so team members feel they can ask you questions when needed. Make sure you:

- Are available and supportive
- Celebrate failures
- Coach along the way

### ✔ Step 4: Evaluate

There are always improvements that can be made to a process, but we only become aware of them when we take time to:

- Evaluate performance upon completion
- Identify areas for improvement
- Cross-train when possible

### Common Delegation Blunders

When our delegated assignments don't go as planned, they often are the result of one of these common mistakes:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| - Instructions are too rushed.    | - Instructions are not thought out. |
| - Instructions are overexplained. | - Projects are not prioritized.     |