



Delegating Effectively: When, How, and To Whom?

A 60-minute Webinar

BEEN THERE, DONE THAT ~ THINGS I'VE ALREADY DELEGATED/TO WHOM/WHY:

Task	To Whom:	Why?
_____	_____	_____
_____	_____	_____
_____	_____	_____

What's the Big Deal? Why Delegating is Important

- 1) _____ to manage
- 2) _____ to do my work
- 3) builds _____
- 4) _____ people
- 5) shares the _____
- 6) trains your _____
- 7) shows _____
- 8) improves _____
- 9) increases _____
- 10) increases _____
- 11) increases _____
- 12) get more _____
- 13) makes _____

Which reason is most important to you?

So...Why Aren't We Better at Delegating?

- 1) _____.
- 2) we feel _____.
- 3) Our employees are _____.
- 4) It's _____ business.
- 5) We _____.
- 6) We don't _____ them.
- 7) We want the _____.
- 8) We don't _____.
- 9) Good, old-fashioned _____.

What is **MY** biggest obstacle? _____

WHAT SHOULD WE BE LOOKING AT? AREAS TO CONSIDER BEFORE DELEGATING

We sometimes delegate tasks/projects without understanding or explaining all the aspects of the assignment. Use this checklist to make sure you'll cover everything, before you delegate to your team members.

- _____: What is available to them? _____

- _____: Include all details, data, etc. _____

- _____: Set a clear deadline. _____

- _____: Outcomes and results you expect. _____

- _____: What talent do they bring to the project? _____

- _____: Why is the task important? _____

_____: Get their feedback; check for understanding. _____

_____: Schedule times to touch base. _____

_____: How far does their authority go? What needs prior approval?

By whom? _____

Which of the above areas should I pay more attention to? _____



Key Points to Consider – Which do You Need to be More Intentional About?

- Is the team member knowledgeable?
- What skills and abilities does the team member bring?
- What special talents do they have that will fit this project?
- What is their level of experience?
- Will the team member’s personality be a good fit for this project?
- How motivated would this team member be to participate?
- What are your organization’s needs?
- What is the team member’s current workload?
- What would the impact be on other team members?
- What are the risks of delegating this particular task?
- What are the needs of this team member?
- If others will be involved, what personal influence does the team member have?
- Does the team member have the communication skills needed?
- Do they need to be detail-oriented?
- Will this assignment help the team member grow?

FIRST THINGS FIRST...

1) _____ assignments, decisions, and other work.

- 2) Decide which tasks can be _____.
- 3) _____ your staff and decide who could best handle each assignment.
- 4) _____ the assignment.
- 5) _____ the delegation.

AND REMEMBER....

- 1) Delegate _____, _____ fully; don't be a _____.
- 2) Give _____.
- 3) Put assignments in _____, including deadlines.
- 4) Encourage _____.
- 5) Show _____ and _____.
- 6) Be open to _____.
- 7) Accept _____.
- 8) _____.

IT'S MY CHOICE!

What is one task I've decided I could delegate? Why?

What might I consider when I delegate this task?

To whom might I delegate this particular task? Why?

What is one "key" I've discovered at today's session?

How can I use this information to become a better delegator?
