



Delegation – The Challenge:

“I’m trying to delegate, but it seems that I always have to go back and redo the work that I’ve delegated! How can I be sure that my delegation will be successful?”

1. Evaluate your reasons for delegating. Good reasons to delegate are:

- ✓ The task is not worth my rate of pay
- ✓ The other person may be able to do it better
- ✓ Development of others

2. Remember that it is OK to use a directive style of leadership.

By evaluating the skill and commitment level of the person you are delegating to, you will know how much direction will be needed. Even though he may be a peak performer in one area, doesn’t mean he doesn’t need direction when taking on something new.

3. Check for understanding as you give directions.

Ask specific questions along the way to ensure that you are being clear in your expectations. Make sure that the learner can describe what the task will look like when it is finished.

4. Inspect what you expect.

We like to think we can hand over a task and it will be done the same way that we would do it! The best way to ensure that the results will reflect what you want is to check in at each critical step. Having “no surprises” at the end of a task will help you to continue to trust and delegate.

Delegation Tip:

Remember, delegation is based on trust – being able to trust that the work you are delegating will be done to your satisfaction. By following the steps above, you will have a far better chance of freeing up your time to do the things that you know are truly important to your success.