

To Delegate or Not

Master delegation to save time, enhance team skills, and achieve better results. Learn to assess tasks, set clear expectations, and offer support.

Essential Skill

Delegation frees up time and develops team skills.

Assign tasks based on skills, time, and interest.

Evaluate Tasks

Avoid Over-Explaining

Don't delegate if it takes longer to explain than do.

Assign frequent, teachable tasks that don't need direct supervision.

Delegate Teachables

Avoid Sensitive Tasks

Never delegate personal or inappropriate tasks.

Ensure tasks are Specific, Measurable, Appropriate, Reachable, and Timebound.

SMART Delegation

Grant Authority

Inform colleagues of the delegate's authority.

Schedule check-ins and offer guidance.

Set Expectations

Learn from Mistakes

Assess and adjust after delegation issues.

Give honest feedback and seek improvement suggestions.

Provide Feedback

Top 10 Teaching Points

1

Delegation is an essential management skill that frees up time for the delegator, develops the skills of the delegate, and leads to more productivity and employee investment.

2

Ask yourself each time you begin a task, who has the skills required, who needs to learn this responsibility, who has the time, and who would like to do it?

3

Don't delegate when it takes longer to explain a task than to accomplish it, if the job requires a personal touch, must be done in one specific way, or if you really enjoy a certain task and it's within your job description.

4

Delegate if it's a frequent task that's teachable and doesn't require direct supervision, if there is more than one way to do the job, or if the task is not within your job responsibilities (even if you enjoy it).

5

Never delegate anything sensitive, personal, or inappropriate for someone else to accomplish.

6

Delegate tasks that are Specific, Measurable, Appropriate, Reachable, and Timebound.

7

Delegating jobs means delegating authority, so inform your colleagues that your delegate has your authority to complete the task.

8

At the outset, set the expectation and schedule for check-ins, updates, and opportunities to offer guidance.

9

If it doesn't go well, assess where the breakdown originated and learn what to adjust when you try again.

10

When the task is complete, give your delegate honest feedback and ask for constructive notes. Ask yourself what could you have done better in the delegation process?

KEY

TAKEAWAYS

01 | Assessing Delegation Opportunities

02 | Setting Clear Expectations

03 | Delegating Authority and Responsibility

04 | Providing Support and Feedback

05 | Learning from Delegation Experiences