

Delegation 101



Delegation is giving others the authority to act on your behalf, accompanied with responsibility and accountability for results.

Four strategies of delegation

1. **Telling.** The leader designs the job then delegates it to member.
2. **Participating.** The leader identifies a job two members might do and gets a commitment that they will work on it together.
3. **Selling (coaching).** The leader involves members in developing a project and encourages them to volunteer for tasks.
4. **Delegating.** The leader involves members in developing a project then leaves them to do it (pure delegation).

The steps to delegation

- Set aside time for reviewing the assignment.
- Analyze the assignment and organize the task.
- Recruit members and explain how they are chosen.
- Explain how this assignment fits into the total program.
- Provide necessary information and guidelines.
- Communicate expectations.
- Determine how much guidance is needed.
- Assess progress of the task.
- Express appreciation and recognize all of those who played a part in completing the project.

Methods for delegating

Ask for volunteers: Explain the task and see who is interested. A request for volunteers is often met with silence. Don't drop ideas when this happens.

Use your perceptions to select people for the task. Many times, people won't volunteer because she/he lacks self confidence. If the leader expresses confidence in them by indicating she/he might be best for the task, the person may feel good and take the responsibility.

Do not be afraid to assign tasks. Don't assume silence means lack of interest. Take the initiative to suggest someone. The person already retains the option of saying no.

Spread the good tasks around. Make sure the same people don't always get the same jobs.

Roadblocks to delegation

- I can do it better myself.
- I can't trust my club/committee members.
- I don't have time to involve others.
- I can't delegate something I don't know how to do myself.
- I can't bring myself to delegating busy work.
- I can't delegate to my friends.
- Everyone is already busy.

Adapted from *The Art of Delegating*.