

Delegation: How Can I Learn To Delegate?

The art of sharing work is an indispensable concept which must be grasped by any leader who expects to be successful. Your members are your greatest resource to get the job done right. Delegating responsibility gives members of an organization ownership and helps them to stay interested and motivated.

Why Delegate

1. Allows more people to be actively involved.
2. Distributes the workload.
3. Motivates members by giving them value and importance.
4. Helps organizations run more smoothly.

What Should I Delegate?

1. Frequent tasks that repeat themselves.
2. Details that may take up large chunks of time.
3. When you feel someone has particular qualifications or talents which would suit that task.
4. When someone expresses interest in the task.

What I Should NOT Delegate?

1. Situations where you have to change someone's behavior.
2. Any decision that involves changing a group rule or policy.
3. Any controversial issue.
4. Something *you* would not be willing to do (the menial work).

How do I Delegate?

1. Ask for volunteers. Interest and belief in something are two of the greatest motivators for success.
2. Suggest someone you feel would be good for the task. Silence in response to a request for volunteers does not necessarily mean lack of interest. Often, a person won't volunteer because s/he lacks self-confidence.
3. Assign the task to someone. The person can always decline.
4. Spread the "fun tasks" around.
5. Distribute the tasks evenly. Jobs give people status and value.