



Leadership Skills Part 1: Delegation

As we become a more effective supervisor, manager or employer, the demands on our time increase. There is an easy solution to this problem. Delegate.

Often people have difficulty delegating because of their attitude towards it. This attitude often expresses itself in these ways:

“To get something done right I have to do it myself”

“If I delegate too much the other person might get to be so good they take over my job”

Think of the power if instead this is the overwhelming thought:

I am as powerful as those beneath me in the organization or business. The more they produce, the more we produce.”

It is clear that that thinking will result in an outcome that is a sum greater than the parts.

Steps to Delegation:

- Define your responsibilities and determine those others could do.
- Specify the delegated task clearly.
- Delegate the authority as well, making sure others know what task you have delegated and to whom.
- Establish a reporting system with the person to whom you delegated the task.
- Check in on a predetermined schedule.

Delegation is one way to develop your employees and successful delegation can exponentially increase results as well as serve as a powerful motivator for those who report to you.