Delegation

The Benefits of Delegation
Developing good time management skills and learning how to effectively delegate are critical skills for leaders to develop. The entire organization will benefit from leaders who share responsibility and distribute work to the entire team. Some leaders who are in charge of planning an event for your organization may feel it would take less time to plan the event on their own. This puts a lot of pressure on one individual, and does not enable other group members to feel connected to the program.

By actively involving your membership in planning an event they will feel more engaged and responsible for ensuring its success. By involving others you are also utilizing individuals that have skills and talents that will add value to the event. It’s important as a leader to continue to find ways members can contribute to the team. Distributing the work also saves you time. Don’t spread yourself too thin and do a mediocre job at many things rather than providing excellent work on a few projects.

How to delegate:

- **Decide what tasks to delegate**: Make a list of things you need to do to plan your event. Identify the items that could be more effectively done by someone who is more skilled in particular areas.

- **Select team members who can carry out tasks**: Identify reliable team members who could carry out various jobs with little intervention from you. You may also want to identify a few people that are talented in a particular area but seem reluctant to volunteer to help. These individuals will need some coaching and supervision from you. You will need to make the time to check-in more and answer questions. Hopefully, this experience will give them the confidence and experience to take on more tasks in the future.

- **Explain what is expected**: When you delegate a job be sure to explain how it fits in the overall picture of what you’re trying to achieve. Share when you want information on the progress of your work, what results are needed, constraints such as budget/supplies, and deadlines for completion.

- **Don’t micromanage**: Once you have delegated a task give that person the freedom to be creative and move forward. Remember that there are different ways of achieving particular tasks. You can check-in with the individual, but don’t constantly look over their shoulder.

- **Provide assistance when needed**: Help your team members when they are having difficulties but don’t end up doing the job for them.

- **Give Recognition**: Once a task has been successfully completed give credit to that individual through private and public recognition.

Why don’t leaders delegate?

- **Lack of Time**: Even though you are distributing the work load through delegation it will take time to train people, check-in, and answer questions. If you identify the right people to do the job hopefully you will save time in the long run, and get more of your team members committed to the organization through their involvement.

- **Fear of Mistakes**: Accept the mistakes that are not caused by idleness. Remember that some of our best learning experiences come from mistakes we’ve made. Help the individual learn from the mistake and move forward.

- **You enjoy doing the work**: Even if you would enjoy taking care of all aspects of the program it may not be the most efficient way to get the job done, and it leaves team members out of the loop.
Fear of surrendering control: Even though you bear the ultimate responsibility for the success or failure of the program, there are many benefits to involving others. The more people involved decreases the chance that you will miss something.

Belief that group members won’t perform: Often times talented team members will under-perform if they’re bored and not being utilized. Delegating tasks allows team members to shine and use their talents. Invest time in those who are hesitant to get involved. As their confidence grows so will their willingness to volunteer.

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