

Delegation

What is delegation

Delegation is the process of distributing and entrusting work to another person. In management or leadership within an organization, it involves a manager aiming to efficiently distribute work, decision-making and responsibility to subordinate workers in an organization. [Wikipedia](https://en.wikipedia.org/wiki/Delegation)



Why do you as a leader want to delegate?

- Expand time
- Ability to accomplish more
- Rise Up the team
- Reach initiatives more efficiently
- Less stress
- Do more in less time





The Art of Mastering Delegation



Mastering Delegation



Focus on activities you do best.



Provide clear, concise instructions.



Balance delegation and accountability.



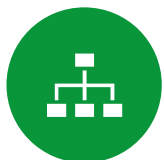
Assign tasks to the right people.



Set biweekly meetings to discuss projects.



Assess each team member's skills.



Delegate outcomes, not tasks.

Mastering Delegation



Level 1 - Carry Out Instructions

- NEW staff.
- Not sure of A, B, C skills set.
- Earn the opportunity.

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Level 2 - Research and Report

- Ready to take on the world.
- No decision making authority.
- Follow directions.

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Level 3 - Research & Recommend

- Level of trust.
- Confidence in following directions.
- Learning thought process.
- No risk.

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Level 4 - Decide & Inform

- Length of relationship.
- Level of confidence.
- Importance of project.
- Thought process.

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Level 5 - Act Independently

- Tried and true.
- Earned responsibility.
- Accountable.
- High level of trust