Delegation

REASONS FOR DELEGATING

1. Improve manager’s time management
   a. Increase manager’s span of control
   b. Increase time allocated to long-range planning
   c. Increased management efficiency

2. Ensure tasks performed by most qualified

3. Build organizational depth

4. Improve employee motivation

5. Increased teamwork (IPTs)

6. Maximize resources

7. Appropriate organizational responsibility

12 Steps for Delegating

1. Set clear objectives and task statements

2. Select “delegate”; check qualifications

3. Provide training, if necessary

4. Solicit input from delegate

5. Assign task and deadline

6. Provide any relevant guidance
   a. Critical information required to do tasks right
b. Potential approaches—only as suggestions!

c. Describe results desired

7. Make a delegation “contract”

8. Establish controls

9. Maintain controls

10. Provide feedback

11. Identify lessons learned

12. Evaluate performance