Delegating: The Act of Empowering Another

The final test of leadership is to leave behind other with the conviction, commitment and competency to carry on what you started.

Delegating is NOT:
1. Giving up control - accountability still lies with you
2. Dumping unpleasant tasks on someone else’s lap

Top 10 excuses for not Delegating
1. I can do it better myself.
2. I do not know if I can trust her to do it.
3. She is not qualified to do it.
4. She does not want to do it.
5. I do not have the time to show her what to do.
6. I like doing this, so I do not want to give it up.
7. I am the only person who knows how to do this.
8. If she does this, I won’t get the credit for the success.
9. I do not want to lose control.
10. If I do not do this myself, I am not doing my job.

How to do it:

Create a plan-
1. Make a list of everything you want to do within your position.
   a. Go through the list and determine what you must do and what you can give to others (what you want to do and what you can do are different things.)
2. Visualize what the finished task should look like and communicate that vision.
3. Explain EXACTLY what it is you want to accomplish (maybe “no one does it better than you” because no one truly understands what you want done).
4. Communicate to people you want to delegate to
   a. Be clear on purpose of the duty
   b. Explain decisions they can make on their own and ones you want to be involved in
   c. Provide them with as much information as you can to point them in the right direction
   d. Be available to answer questions- encourage them to ask questions
   e. Set clear deadlines
      i. Follow up on progress and do it- if you fail to do this you have lost control

Empower:
- Match the person to the task. You compliment people when you ask them to take on a task that matches or expands their skills. People enjoy showing off what they know.
- Remember to allow for creativity and variations in work style. Keep your focus on the final result, not on the details of how the job gets done.
- Show appreciation – (note, hug, Sarbie cow)
- Give credit to others for a job well done