

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