

# QUICK TIPS – *DELEGATING*

*“Kailey, please go out there and fire up the nuclear reactor.”*

It sounds absurd, but often that’s what **delegation** resembles. Here are some **Quick Tips** for more effective delegation.

## Pre-Requisites

The employee needs to be competent in performing the task. Don’t assume they know what to do. The requirements are:

- ◆ Training
- ◆ Tools
- ◆ Information

You first must train the employee in the task. The training sequence is:

- ◆ Describe
- ◆ Demonstrate
- ◆ Observe
- ◆ Debrief

## Delegation Model

In delegating an assignment, the *Delegation Model* requires that you:

- ◆ Explain the task or assignment and its importance
- ◆ Extend the necessary resources and authority
- ◆ Solicit confirmation of understanding
- ◆ Define the deliverables and timelines
- ◆ Determine the accountabilities and consequences

## Benefits

Clearly detailed delegation will result in:

- ◆ Reduced frustration
- ◆ Competent and motivated employees
- ◆ Improved performance
- ◆ Positive work environment



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