What is Delegation?
- Delegation is a critical aspect of a successful leadership. It allows for greater efficiency within your organization while allowing members to become more involved through the given challenges.
- Good delegating involves the appropriate tasks to assign and to whom you will assign these tasks.
- You can challenge your members by letting them take lead on certain tasks.

So What?
Ask yourself questions:
- Is the task one that logically should and could be done by someone else?
- Do I feel comfortable turning this task over to the right person, knowing I am responsible for the results?
- Are my members trainer and/or capable of completing the task?
- Will the person chosen to handle this task have adequate time to complete it effectively?
- Can I present this task as an important one to make sure that the individual who carries it out does it properly?

How is delegation used?
Once you have decided the appropriate tasks to delegate and to whom, keep in mind that you will need to consult and develop the project with your chosen member.

1. Describe the project or task as fully as possible, along with the expected results.
2. Reach a consensus on the standard of performance and time of completion.
3. Inform the other members of who is in charge of the particular duty.

What should not be done when using delegation?
- Avoid thinking you can do every task by yourself
- Fail to recognize others for their work
- Don’t Expect people to read your mind
- Avoid too much or too little follow up
- Don’t be guilty of giving delegations
- Don’t underestimate the time it takes to do tasks-not everything can be done as quickly as you think
- Don’t micromanage
- Don’t underestimate your team’s abilities or fail to give members challenging tasks