

Delegating Responsibility

Guidelines for Delegating Responsibility

Delegation is a learning process. Team up an experienced & inexperienced person to perform a difficult task. Remember that delegating typically involves teaching someone how to complete a task.

Choose the appropriate people by placing your members carefully. Responsibilities should be appropriate for the growth of that person at that time. Find tasks that key into the individual's strengths but also give them room to grow and learn. Delegation tends to be most successful when someone expresses an interest in the task, has a specific skill which would suit the task, or would benefit from the responsibility.

Explain why the person was selected & how the specific task you're delegating fits in with the big picture. People like to know how their work will connect to the larger project.

Delegating can be a significant motivator in retaining members as it gives them a sense of accomplishment when a task is successfully completed.

Keep in mind that assigning responsibility to others does not lessen your responsibility. It gives you the capacity to handle greater responsibility.

Is it APPROPRIATE to Delegate When...	Is it NOT APPROPRIATE to Delegate When...
<ul style="list-style-type: none"> • There's a lot of work to do • A member is particularly qualified or interested in a project or task • Someone can benefit from the responsibility • Details take up too much time and have to be divided 	<ul style="list-style-type: none"> • The task is something you wouldn't be willing to do yourself • Someone is under-qualified or over-qualified • The work specifically is your responsibility • The matter is confidential • It is a controversial issue you don't want to address • It is a situation where you have to change someone's behavior