



50 TIPS TO EFFECTIVELY DELEGATING



Productivity Partners, Inc.

Cynthia Kyriazis, Productivity Strategist, Coach & Trainer

I hear a lot about empowerment these days, but I also hear a variety of reasons why supervisors don't delegate...*I can do it better, I don't have time to train this employee, I can do it faster myself, etc.*



The simple fact is **that empowered employees tend to align their performance with the organization's strategic goals and objectives.** They feel ownership and pride. They gain confidence.

The results? They produce more in part because they are happier on their jobs.

And always remember to...

**Clear your desk. Clear your mind.
Organize it®**



Tip #1

Don't confuse authority, responsibility and accountability.

Tip #2

Authority refers to the 'right to act and make decisions'.

Tip #3

Responsibility refers to the job assignment itself.

Tip #4

Accountability refers to answering questions re: actions and decisions.

Tip #5

Delegating is a learned skill.

*"Never tell people how to do things.
Tell them what to do and they will surprise
you with their ingenuity"*

General George S. Patton



Tip #6

Delegating empowers both the supervisors and the employee.

Tip # 7

Delegating involves the employee's growth.
Support it.

Tip #8

Delegating involves the employee's creativity.
Encourage it.

Tip #9

Delegate small projects until you are comfortable delegating larger assignments.

Tip #10

Types of assignments can include ones that are repetitive in nature, involve gathering information or even attending meetings.





Tip #11

Do not delegate politically sensitive or confidential matters. Or something your boss asks you directly to do.

Tip #12

Learn to let go. It can be hard.

Tip #13

Delegating to staff lets you focus on higher priority issues. In fact, you can actually double your effectiveness on the job.

Tip #14

Select the right person by considering their interests and talents.

Tip #15

Know the person's strengths as well as their developmental needs.



Tip #16

Consider their skill set.



Tip #17

Take time to plan.



Tip #18

Keep the end in mind.



Tip #19

Consider their style.



Tip #20

Stress results. Not every single detail needs to be reviewed of how the project can be done.

Tip #21

Help the employee establish priorities.

Tip #22

Provide specific and sufficient background information.

Tip #23

Raise red flags if and only when necessary.

Tip #24

Provide background information in a detailed manner. It helps the employee understand the bigger picture.



"Make people believe what they think and do is important...and then get out of their way while they do it."

Jack Welch, former CEO of G.E.

Tip #25

When explaining background information remember the 5W's: who, what why, where and when.

Tip #26

Identify resources.

Tip #27

Have the person repeat back to you what they think they heard you say.

Tip #28

Be an organized supervisor. Outline key points on paper.

Tip #29

Set a deadline date.

Tip #30

Schedule periodic reviews.



Tip #31

Assure that the periodic reviews are at critical points along the way. This diminishes possible problems later.

Tip #32

When it comes to obstacles or problems, remember to ask the person for their ideas or solutions. Taking control of their problems stymies growth.

Tip #33

Try not to fear people making mistakes. Everyone does...and so did you! It's how we grow.

Tip #34

Be there for advice, mentoring and training.

Tip #35

Encourage feedback.

Tip #36

Try not to constantly ask how the project is going. It undermines self-confidence and sends a message that you are not trusting of the employee's work.



Tip #37

Evaluate and correct employee work in private.

Tip #38

Look for success, not perfectionism.

Tip #39

Understand that there are many avenues that lead to the same result.

Tip #40

Refrain from insisting the employee does things 'your way'.

Tip #41

Use mistakes as a learning tool.

Tip #42

Remember that delegation helps increase skills. Particularly in the areas of planning, management, organizational and leadership roles.





Tip #43

Delegated work can improve a person's confidence.



Tip #44

Delegated work can positively impact their self-respect.



Tip #45

Delegating can improve loyalty and team cohesiveness.





Tip #46

Delegating increases communication and feedback that reduces conflicts.

Tip #47

Arbitrarily reversing or interfering with the employee's decision is counter-productive.

Tip #48

Avoid micromanaging. This is not only stressful but decreases creativity and productivity.

Tip #49

Praise good work.

Tip #50

Publicize good work.

Keep reading...





Cynthia Kyriazis
Productivity Strategist
& Coach

cynthia@ProPartnersInc.com
<http://www.ProPartnersInc.com>
<http://MoveYourMindset.wordpress.com>

913-649-0878

Cynthia is founder and President of **Organize it & Productivity Partners, Inc.** a leading provider of training & coaching in the topic areas of time, information & decision-making management.

She focuses on the principles, strategies & behaviors that help decision-makers & their teams improve focus, sales, profitability & overall job performance.

Cynthia is a **productivity coach, facilitator & subject matter expert in the areas of time and self-management.** This distinction enables her to work with clients on process, systems *and performance improvement.*

Assessments
Coaching
Consultation
Remote office makeovers
Training
Presentations
Licensing
Products

