

HELPFUL HINTS ON HOW TO DELEGATE

1. Have the confidence that the problem is within the area of your responsibility and that of the person to whom the task is to be assigned.
2. Define clear-cut responsibilities and authority for each of the assignments involved. Such responsibilities will never be completely defined until you can put them in writing.
3. Assignments should always include some assurance that the delegates know the organization's governing philosophy, policies, procedures and limitations on strategies.
4. Delegate to an individual.
5. Delegate with some detailed knowledge of the person's current full responsibilities.
6. Delegation should be done as reasonably and as widely as possible to give opportunity for growth to the maximum possible number of members.
7. Delegate appropriate authority with responsibility but also have it understood from the beginning that you shall always require strict accountability.
8. Keep your door open. Be available for feedback, or to give the needed reminder of your confidence or for answering questions.
9. Productivity generally goes up when the supervising role becomes an interested friend, available on call with no sacrifice of strict accountability.
10. When an assignment is completed, do not hesitate to give complaints or some type of reward.
11. Wise delegation will challenge the brain and spirit as well as endurance of arms and legs.
12. Delegate always with personal recognition that you cannot do everything and that if you did everything, you too would make errors. Therefore, assume visible the attitude that you have confidence in this person. A person's performance seldom rises above the faith that another person has in him.