**Delegation**

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Because of Walmart experiencing a rapid growth we must find a more efficient way to get work done. Walmart is growing so much that it needs another way be efficient so that we maintain consistency and keep growing. I will use the steps of delegation to find the right change we need to make to determine the best outcome to remain a well-organized company the first step is defining the goal so that we know what we are trying to achieve. The second step is choosing the right person for the job so that it is in control. The third step solicit subordinate’s view about suggested approaches, which means getting help, support, or an opinion. The fourth step is given subordinate the authority, time, and resources to perform the task, which means give your employees what they need to achieve the goal. The fifth step is to keep checking routinely to ensure that you are progressing to your goal. Finally, the sixth step by following through and making sure that it is doing the appropriate thing to achieve your goal.

The way I think Walmart can be more efficient by teaching employees about time management. How they deal with time plays a big part of productivity, so time management will increase our productivity more so we can be even more successful. Time allows you to keep up with goals and projects. We need to tach employees time management is important. We need to set up videos for new employees to understand that time is everything. We also need to make sure they are being productive will working to not use their time wastefully, for example being on their phones, non-work relative conversations that don’t seem to come to an end, wondering around, and most importantly staying focus and knowing what needs to be done. It will stop them from procrastinating their work. Making sure employees that their breaks and not go over the time they are given, for example taking a twenty-minute break instead of the allowed fifteen. Every minute matters

Now this is when I have to consider the steps of delegation. Step one will being teaching the employees time management. We will do this by teaching new employees about the importance of productivity, and time. How It is important not to be on the phone, and other things that are not productive. The second step would be picking a person to be in charge of the presentation of the video. I think Human Resources will be great pick because they help with knowledge and skills. Step three I would inform the General Manager about teaching the new employees about time management and get his input on how it can be better, or just how it is overall. Step four, I will give the employees time to get used to managing their time the right way and making sure the resources like the learning video is teaching them all they need to know to stay focus. Step five I will give each employee a status report about how they have been managing their time. I will do this by going around and see if each employee is staying on task and being productive, and not being on the phone and using their time wisely. Step six I will inform the general manager again about the progress of using the new system of teaching employees about time management and we will discuss if the effort of teaching them is worth it, or should we just scarp the effort of trying to be more productive that way.

An idea I have to make a new policy for the employee sick leave for the company is when an employee wants to take a leave is looking at the employee’s positive attendance records and also the employee’s behavior. If their attendance and behaviors of the employee is good, we should be more lenient towards them, but if a customer has a bad reputation, like behavior issues and bad attendance records they should be looked at more heavily. Each time an employee is absent it causes a “lost in productivity and quality” ("Managing Employee Attendance", 2022). A lost in both of those causes more stress because that is a whole eight hours of work that is not being held accountable, so it is very important that we can’t let them do what they want when it comes to sick leave.

In conclusion using the steps of delegation, I will execute my plan to teach new employees time management, because time management being important so that no time is being wasted and that productivity continues to rise. For the new policy regarding employee sick leave, it will deal with how the employees’ behavior and attendance is.

Resources

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Managing Employee Attendance. (2022). Retrieved 10 May 2022, from

<https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/managingemployeeattendance.aspx>