



## A 10-step process to delegate effectively

**Category:** Planning / Leadership

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Adapted from original text by Mervyn Murray, Leadership Trainer at GTC

Effective delegation is a skill which is often overlooked by busy managers who think that they already do this well enough.

However during our training and workshops we discover that many managers have completely the wrong idea about what effective delegation actually is and the benefits that can be derived from doing it well.

First, let's define effective delegation. Effective delegation is when a leader charges a subordinate with the authority to take decisions within defined areas of responsibility. The leader is still accountable.

Here's a 10-step process to delegate effectively:

1. Decide what it is you want to delegate
2. Select the best person you can allocate the particular task to
3. Ensure the chosen person is willing to take on this responsibility
5. Provide resources to achieve the extra job
6. Give additional training if needed
7. Set up a clear target date for full acceptance and the standard expected
10. Monitor progress, give support and recognition

When this process is carefully followed, delegation can provide many benefits to the person performing the task. This is his or her opportunity to be stretched with additional support, get the chance to make bigger decisions which ultimately will boost his or her motivation because of the added responsibilities.

Most busy managers miss out the step three and lose all the effectiveness of their delegation as a result.

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