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CSE (10-semester)

Delegation: Delegation is the act of giving tasks or responsibilities to other people or groups with the intention of reaching a common objective.

Good sides of Delegation

1. Saves time \rightarrow effort: By entrusting the less important duties to the designated individuals or teams, a manager or leader can focus on the more important ones while saving time and effort.

Builds trust and teamwork: Delegating tasks

Shows that you trust your team members, which can improve their confidence and motivation.

Develops Skills: Delegation provides an opportunity for team members to develop new skills, such as decision-making, problem-solving, and leadership.

Increase productivity: Delegation allow tasks, which can result in increased productivity.

Bad sides of Delegation

Lack of control & A manager or other leader may feel as though they are losing control of the process when responsibilities are delegated. They can also be concerned that the designated people or teams won't finish the job to their standards.

Miscommunication: Poor communication can lead to misunderstanding, which can affect the quality of the work done. It's essential to provide clear instructions and ensure that the assigned individuals or team.

Micromanagement: Some managers may have a tendency to micromanage, which can lead to frustration and demotivation among the assigned individuals or teams.

Lack of accountability: Delegation does not absolve a manager or leader of their responsibility to ensure that tasks are completed on time and to the required standard.