

DELEGATING TASKS TO EMPLOYEES

CLASS INTRODUCTION

In turn introduce yourself using the following information:

- ✓ Name
- ✓ Age
- ✓ Job
- ✓ Address
- ✓ Hobby

Class Rules

1. Use English only
2. Practice speaking on a topic under the guidance of the teacher
3. Don't do personal things in the class



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Technical support



Use headphones



No speaker

1. **Vocabulary game: Fill in the blanks with the given words.** (workloads, burnout , balance, prioritize, allocate, encouraged)

1. Employees are always complaining about their heavy _____.
2. Anna sometimes has trouble keeping her _____.
3. Lan's parents _____ him to learn English.
4. She argued she had been suffering from chronic depression and _____.
5. He must learn to _____ his work.
6. We _____ scarce resources by pricing them.



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- 2. List some common reasons why some managers do not delegate tasks to their employees.**

- 3. Discuss with your partner the warning signs that what you have delegated will not get done.**



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4. Role-play

A: You are the manager. You want to delegate a task which requires a lot of effort to your employee. The employee has already had many things to deal with every day. So he/she may find difficulties with this task. Persuade your employee that this delegation will bring about many advantages.

B: You are the employee. Talk with your manager.



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Wrap-up

Topic: **Delegating tasks to employees**

- Have discussions about:
 - Reasons why some managers do not delegate tasks to their employees
 - Signs of failed delegation
- **Please don't forget to rate our lesson today**
- Finish your homework [here](#) (It doesn't apply to all students)