

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



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
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.



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
Technical support



Use headphones



No speaker

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.



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
Technical support



Use headphones



No speaker

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.



Vietnam: 1800 6885
Thailand: 021 054 346
Indo: +622 129 223 068
Technical support



Use headphones



No speaker

A top-down view of a white desk with a cup of coffee, a watch, and a pen. The cup is in the top left, the watch is on the right, and the pen is in the center. A white rectangular box containing text is in the middle of the image.

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 \(It doesn't apply to all students\)](#)