Success with Delegation

Have you ever asked yourself as a manager how can I delegate more effectively? This is an extremely important question especially since you cannot do everything yourself, nor can you have one person carrying a large workload and expect them to do it all efficiently.

One of the hardest things for managers to do is to allow your employees to contribute using their own skills and talents.

The following are steps to help you achieve success with delegation.

1. Define the job you need done and the results you expect. Avoid explaining the exact process to be used; let the employee decide how to do the project to get the results you want.

2. Set a reasonable dead line for the project to be completed.

3. If you are unsure that the employee can do a large project to your expectations, give the employee a small portion at a time. Let them finish one portion and then go on to the next segment of the project until it is completed.

4. Give enough authority to the employee so they can accomplish what you have assigned them to complete.

5. Don't hover over the employee. Give your employee the space needed to use their skills. You may ask them how things are going and ask for their opinions. This allows them to feel that their opinion counts and gives you the opportunity to suggest any changes that need to be made.

6. Reward and recognize the effort and the finished project. Point out any of the employees' unique ideas, format or process used.

By following these steps, you have the opportunity to build a more dedicated employee who is willing to go the extra mile as well as complete the project.

For more information please contact your Employee Assistance Program at 800-862-3398