

Delegating Successfully: Using the Power of Others



The Purpose

- ❑ What is delegation?
- ❑ Know the 4 steps to delegation
- ❑ Know what to delegate
- ❑ Choose the most appropriate degree of delegation for a given situation
- ❑ Understand the value of delegation in your job
- ❑ Understand the three elements
- ❑ How to communicate delegation
- ❑ Discriminate between different levels of authority

What is delegation?

- ▣ **Delegation** (also called **deputation**) is the assignment of **authority** and **responsibility** to another person (normally from a manager to a subordinate) to carry out specific activities. However the person who delegated the work remains **accountable** for the outcome of the delegated work

Four Step Delegation



Decide



Why

What

Whom



Are you getting
in the way?



What is the value of
delegation for you?



Decide what to delegate



- ▣ Know your team
- ▣ Tasks you should delegate
- ▣ Tasks you shouldn't delegate
- ▣ Other considerations

What should be
delegated?





The Three Elements

- ▣ Responsibility
- ▣ Authority
- ▣ Accountability



Decide on a Level of Authority

- ▣ Level 1 – No Authority
- ▣ Level 2 – Minimal Authority
- ▣ Level 3 – Medium Authority
- ▣ Level 4 – Complete Authority



Deciding Whom to Delegate to



Communicate the delegation



Explain

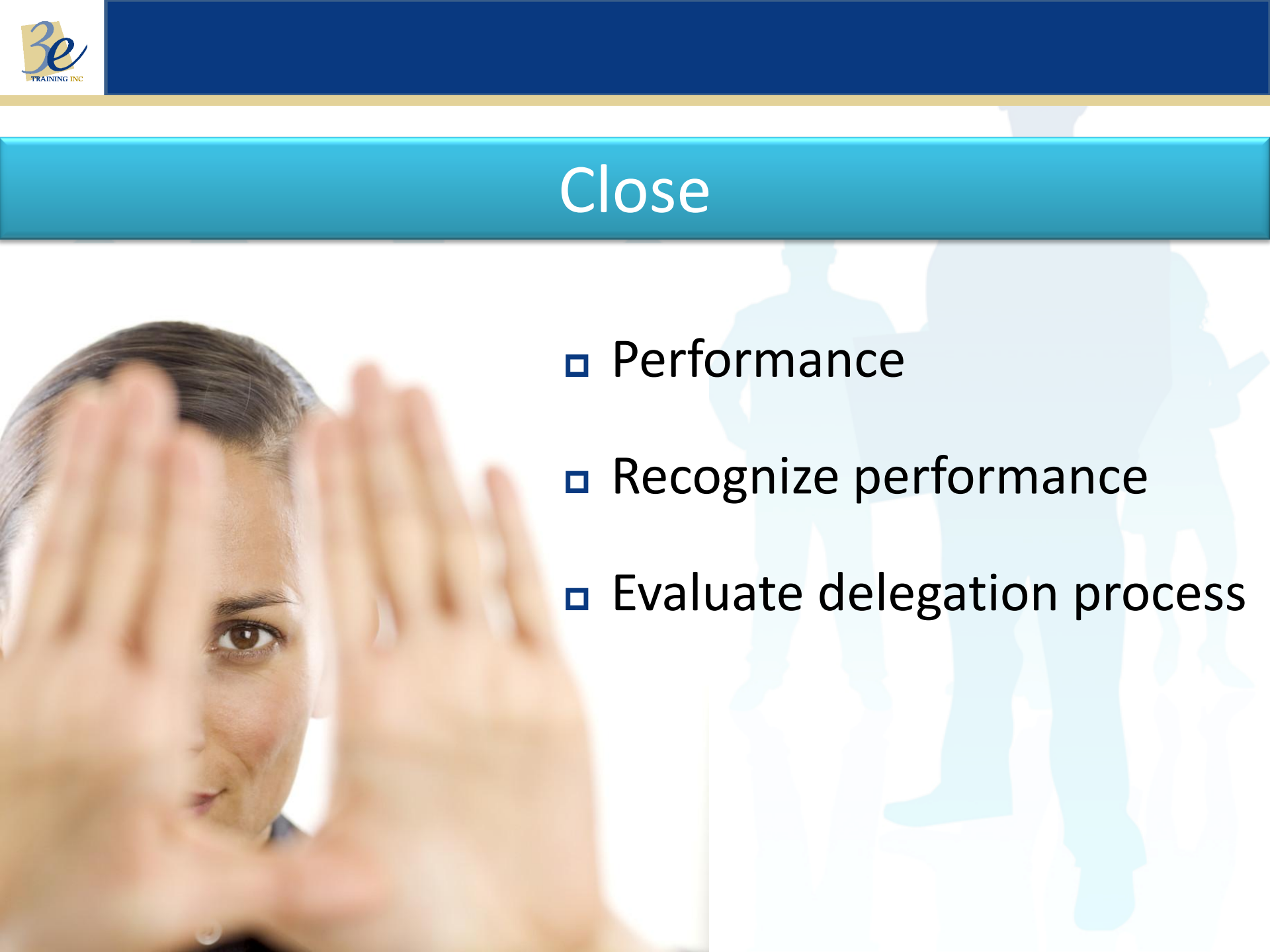


Involve



Commit

Close

- ▣ Performance
 - ▣ Recognize performance
 - ▣ Evaluate delegation process
- 

Thank You

**We look forward to learning with
you again soon!**



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