

Ten Tips for Effective Delegation

1. Make delegation a regular part of planning your workload, rather than an afterthought. As tasks come onto your to-do list, think about who you could delegate them to straight away, and plan in time to brief and support them.
2. Use delegation to develop the skills and abilities of your team members.
3. Delegate tasks which recur or which develop transferable skills, rather than "one off" tasks. That way you can enjoy benefits over the long term.
4. NEVER delegate supervisory work – for example, dealing with performance issues or grievances
5. Be prepared to delegate some of the interesting, more enjoyable tasks, as well as routine tasks which may be less enjoyable!
6. Involve the whole team – to allow you to delegate a task to one team member consider if they need to delegate some of their work to another colleague.
7. Explain the reasons for delegating a particular piece of work to a particular individual, emphasising benefits to them.
8. Give recognition and credit where it's due
9. Ensure you make appropriate provision to monitor progress and provide support if it's needed. That way if problems arise you can still recover the situation and the task will be completed on time.
10. Accept that delegation isn't a "quick fix" to use when you can't manage your workload any more! It's an investment of time which will pay long term dividends.

These delegating tips were provided by [Susan Kaer](#) who is the author of [A Useful Guide to Delegating](#) which will provide you with ideas and pragmatic tips to make a real difference to your delegating skills.

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