

How to Delegate

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- What Should Be Delegated?
- What Holds Us Back From Successful Delegation?
- Six Basic Steps to Successful Delegation.
- Questions

References

- “Six Basic Steps to Successful Delegation,” Jimmie Sheffield, at <http://www.lifeway.com/Article/Six-Basic-Steps-to-Successful-Delegation>
- “Tips for Successful Delegation to Staff Members or Volunteers,” Barry Campbell, at <http://www.lifeway.com/Article/Tips-for-Successful-Delegation-to-Staff-Members-or-Volunteers>

References

- “Six Ways to Delegate More Effectively,”
Harvey Mackay, at
<https://www.inc.com/harvey-mackay/6-keys-effective-delegation.html>
- “Guidelines on How to Delegate Effectively,”
Melinda Fouts, Ph.D., at
<https://www.forbes.com/sites/forbescoachescouncil/2017/05/26/guidelines-on-how-to-delegate-effectively/#33b9622b83ae>

Definition of Delegation

- Merriam-Webster Dictionary Definition:
 1. the act of empowering to act for another
 2. a group of persons chosen to represent others
- Defined by Jimmie Sheffield

“Delegation is giving a job to someone, defining the parameters for accomplishing the job, and giving the person the authority to get the job done. Thus delegating is never dumping.”

Successful Delegation

- Why Delegate?
 - To get the job done.
 - To share the work load.
 - To grow disciples
- What Should Be Delegated?
 - Jobs or responsibilities that someone else can do better than you.
 - Jobs that someone else can do instead of you.
 - Jobs that someone else can do with better timing.
 - Any job that will help them grow and develop as a leader.

Successful Delegation

- What holds Us Back From Successful Delegation? (Campbell)
 - Inability to let go - I am not willing to let go.
 - Lack of confidence - You doubt competency of others.
 - Fear of competition - You want to look good to others.
 - Lack of time - It is easier to do it my self rather than taking the time to teach others.

Successful Delegation

- Six Steps To Successful Delegation
 1. Define the assigned responsibility
 - a) Clearly define the job needed done (verbally and written).
 - b) Give the person time to respond to the job.
 - c) Encourage questions and discussion for maximum understanding.
 2. Establish the parameters
 - a) Schedule
 - b) Budget
 - c) Others people involved in the planning process
 - d) How frequently to report progress

Successful Delegation

- Six Steps To Successful Delegation
 3. Meet with the person or team
 - a) Set aside sufficient meeting time
 - b) Go over assignment and parameters
 - c) Allow input from others
 - d) Be open to change of assignment/parameters
 - e) Always come to a final agreement.
 4. Let it go
 - a) Let them do their job

Successful Delegation

- Six Steps To Successful Delegation
 5. Check up
 - a) Make sure the work is being done
 6. Evaluate
 - a) Conduct an evaluation meeting at end of job
 - b) Make sure the evaluation is positive and a growing experience for everyone
 - c) Always express appreciation for work accomplished.
 - Their success is your success!