

## **Delegation Tips for Effective Leaders**

To effectively carry out your responsibilities as an organization leader, it is important to delegate work. Delegating is more than simply handing out work or projects. To effectively delegate, just remember these following steps:

1. Select the appropriate projects to delegate.
2. Choose the right person
  - Be careful not to take advantage of your team members
  - Delegation can help others broaden their skills
3. Motivate the worker
  - When delegating a task, motivate the worker by explaining the importance of the task. Don't give the impression that you are delegating the task simply because no one else wants it or it is not important.
4. Communicate clearly
  - Results expected
  - Time limit (deadline)
  - Parameters (financial, organizational, etc.)
5. Turn it over; assign responsibility and grant authority
  - Once you delegate a task, let the member complete it.
  - Show trust (i.e., don't constantly check the worker)
  - It is important that they have the authority to complete.
6. Encourage independence, yet provide encouragement
  - Team members may need structure and guidance initially, but after awhile, encourage them to work independently
  - Periodically touch base to see if they have any questions or problems.
  - Give positive feedback and support.
7. Maintain control
  - Remember that you are ultimately responsible for the task and its eventual success or failure.



# **Delegation Activity**

## **Activity Objectives:**

1. Participants will understand the basic techniques of effective delegation.
2. Participants will be able to practice basic delegation techniques.

## **Materials List:**

- Small plastic and / or wooden blocks (i.e., Jenga, Legos, etc.); you must have at least seven (7) blocks per each team leader
- Cut-out paper copies of block patterns from the following sheet; enough copies to distribute every pattern (#1 - #6) to each team leader

## **Setup:**

- Divide participants into groups of at least two individuals.
- Instruct each group to choose a team leader.
- Give each team leader a set of blocks and cut-out, paper block patterns. Explain that the team leader is NOT to show the paper block patterns to the other team members.

## **Procedure:**

- Instruct the team leader to give the blocks to their team members and then sit with their back facing the team members.
- Explain that the team leader is to pick one of the block patterns (again, they are NOT to show this to their team members.)
- Team leaders are to describe to their team members how to construct the pattern with the blocks given to them without showing the pattern and without the leader looking at their progress.
- After time is called, let the team leader look at the blocks the team created and permit the team leader to show the pattern that was intended.
- Continue the activity for all six patterns allowing only 2 minutes for each pattern.

## **Closure / Discussion:**

**The following questions can be utilized in order to discuss what occurred during the activity:**

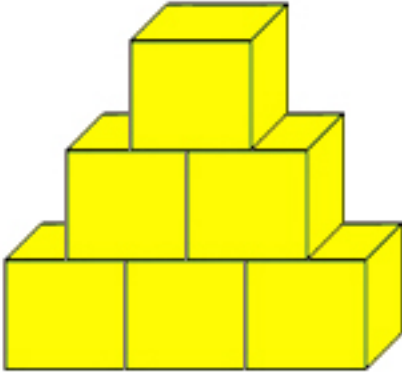
- **For those building the blocks, what did your team leader do well?**
- **What could have your leader done better?**
- **For the leader, what was frustrating about this process?**
- **How does this translate into our own work in our organization?**

## **Activity Variation(s) for Difficulty:**

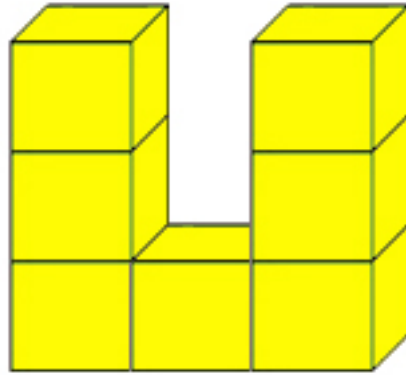
1. **Alternate team members and team leaders so everyone gets a turn.**
2. **Leaders & members text message instructions and questions.**
3. **Use different colored blocks. Write the letter of the colors on each corresponding pattern block prior to copying and cutting.**
4. **Don't permit the block builders to ask the team leader questions.**

# Delegation Activity – Block Patterns

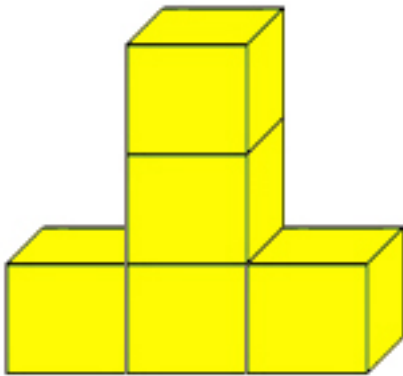
\*\*\* Copy as needed, cut on dotted lines, and give ONLY to team leaders.\*\*\*



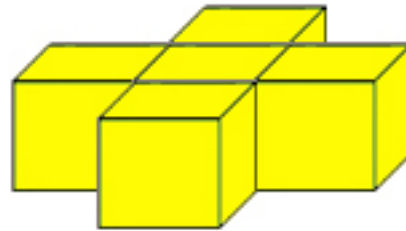
Pattern #1



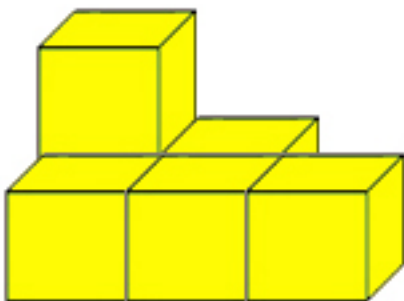
Pattern #2



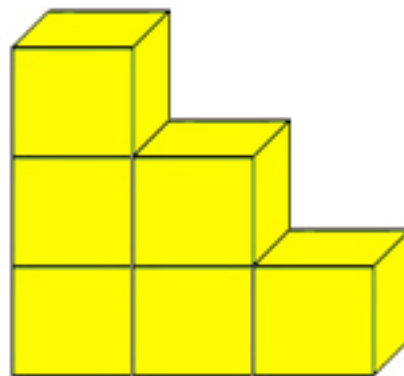
Pattern #3



Pattern #4



Pattern #5



Pattern #6