



Introduction to Delegation

As an organisation grows, sometimes a leader tries to maintain too much control: making all of the decisions and doing too much of the work. This can slow the organisation's growth, frustrate the team, and exhaust the leader. But when leaders begin to let go and trust others to develop and expand their own vision, an organisation can flourish. This is why it is essential to delegate, and here are some tips to help you and your team do that.

1. BUILD RELATIONSHIPS

This improves trust between your team, which sets a good foundation for sharing and delegation.

2. ASK FOR HELP

Your immediate team can help you decide what to delegate, but can also feed their ideas into a project, and feel a sense of personal investment.

3. FIND A BALANCE

Try to delegate work that can be done by others (even if that requires training and support to begin with) so that you can focus on the things that can only be done by you.

4. COMMUNICATE

Tell people your hopes, expectations and plans clearly, which gives your team opportunity to ask questions about the work.

5. GET TO KNOW PEOPLE'S WORKING STYLE

Everyone is different: some will resent being micromanaged and will prefer more creative freedom, whilst others will benefit from regular reviews.

6. DON'T TAKE BACK OWNERSHIP

Once you have given authority to a team member, make it clear that you are available for direction and support, but then step back and let them do their job.

7. BE TRANSPARENT

When monitoring a team member's performance, you could give examples of what a good result and poor result would look like, so they are clear on the standard you expect.

8. BE OPEN

Encourage your team to ask questions, express concerns, take decisions.

9. TRAIN AND MENTOR OTHERS

This allows people on the edge of your organisation to feel part of its development.

10. BE PATIENT

When you delegate a task, of course it will take longer than if you do it yourself. But over time, this will improve. Relationships develop, which will make delegation smoother.

11. SAY THANK YOU!

Gratitude is important: each team member is supporting your work, and enabling you to focus on other things.