

# Delegation

The key to successful delegation is to have members participate in developing the goals and the plans for the event, BEFORE tasks are defined and assigned. Including members in these discussions will give them motivation and a strong sense of shared responsibility. It helps them grow AND it is more likely they will complete the task.

After you've included members in the goal-setting and planning stages, keep the momentum going. Keep including their ideas. Keep encouraging their creativity.

Delegation is not just a skill to use to get tasks done. It is an opportunity to mentor someone. When you delegate you give a member a role to play. You give him/her a sense of accomplishment and empowerment. If you delegate successfully, you will encourage everyone's best thinking.

## 1. **Preparing**

- Break tasks down into do-able parts.
- Calculate how much time each task will take.
- Scale back if you find the event/project requires more people power than you have.
- Get to know people's interests.

## 2. **Assigning**

- Try to match members' interests with the tasks; but also give people variety.
- Give members the "big picture."
- Give critical tasks to someone reliable or experienced.
- Give clear and specific directions.
- Help members think through their time commitments.
- Encourage initiative and questions.
- Agree on a deadline.
- Tell them you will follow up and when.

## 3. **Training *with* them**

- Gauge their capabilities.
- Offer assistance.
- Problem-solve with them.
- *Let go*: let them develop their own way of doing things. Encourage creativity.
- Follow up in a timely way (not right before it's "due").
- Let people make mistakes. Help them learn from their mistakes.

## 4. **Following through**

- Use their contribution in some way.
- Always thank people.
- Give constructive feedback.
- Ask them for feedback on your delegating process.
- Recognize their contribution publicly or within the organization.