

DELEGATING

OBJECTIVES:

- **Understand** the role of delegation in time management, resource utilization, job satisfaction and overall team productivity.
- **Use** a delegation process that ensures team member participation, involvement, and success so that what needs to be done gets done – properly and on time.
Establish a team member's responsibility and authority for a delegated task – creating a framework for accountability and personal growth.

SKILL POINTS:

- Explain need for delegation.
- Use delegation of task to motivate.
- Explain task and ask team member's view.
- Specify responsibility and authority.
- Confirm team member's understanding and set up time for review.