

# Quick Tips

A successful delegation process should incorporate all of the following...

- **Preparation:** establishing the goals of the delegated task, specifying the task that needs to be accomplished, and deciding who should accomplish it.
- **Planning:** meeting with the chosen person to describe the task and to ask him/her/hir to devise a plan of action.
- **Discussion:** reviewing the objectives of the task as well as the delegates plan of action, any potential obstacles, and ways to avoid or deal with these obstacles.
- **Audit:** monitoring the progress of the delegated task (*delegation record sheet*) and making adjustments in response to unforeseen problems and needs.
- **Appreciation:** accepting the completed task and acknowledging the delegates' efforts and successes.

*Pieces of Leadership* brochures are available on the following topics:

Budgeting  
Communication  
Conflict Resolution  
Delegation  
Facilitation  
Goal Setting  
Group Dynamics  
Ice Breakers/Team Builders  
Mission Statements  
Motivation  
Officer Transition  
Peer Supervision  
Program Planning  
Qualities of a Good Leader  
Running a Good Meeting  
Stress Management  
Time Management  
Wellness

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*The information provided in this brochure was adapted from:*

Gordon, Jack (Ed.), *Pfeiffer's Classic Activities for Developing Leaders*, 2003, p227-232.

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For more information on the topics listed above or to access the resources in our Leadership Library, please visit the

Office of Student Activities and Leadership Development

Located on the  
First Floor of the  
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or check out our website at  
<http://www.wesleyan.edu/stuact/>

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*Tips for the Wesleyan Leader*

DELEGATION

*Building your Leadership  
one piece at a time...*



# Delegation

To be an effective leader, it is crucial to know how to delegate. In other words, it is vital to learn how to trust other organization members with tasks and responsibilities important to the group's function. Coaching, setting goals, and recognizing the work of others are all elements of the delegation process and are also significant leadership qualities. Effective delegation not only frees up your time as a leader to focus on other important group functions, but allows other group members to be empowered in their own leadership skills and abilities. Read on for tips on how to delegate and keep track of tasks once they are out of your hands.

## Delegation Record Sheet

Often times, leaders or managers struggle with delegating important tasks. Common reasons for not delegating include the following:

- Insufficient time
- The perception that the job is too important to take risks
- The leader's belief that he/she/ze can do the job best
- A lack of confidence in the group members
- The desire to maintain control

By using a tool similar to the Delegation Record Sheet below, it becomes easier for the leader to keep track of the tasks he/she/ze have delegated so there is a greater comfort level with releasing that control and responsibility. It is also an efficient way of reminding the leader of his/her/hir responsibility to check in with other organization members. One might use one sheet per semester, one sheet per month, or one per week depending on how many events or projects are happening at one time.

Task/Project	Expected Results	Person Delegated To	Checkpoints	Progress Notes

## Questions to Ponder....

*Think of a time that you delegated an important task to someone and it was successful...*

What made it a success?

What did you do well?

What did the person you delegated to do well?

How did the two of you communicate?

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*Now think of a time that you delegated an important task and it wasn't successful...*

What would you change?

How did you respond?

What did you learn from the experience?

At what point did you know it was not going to have the expected outcome?

How did you know?

"The great leaders are like the best conductors - they reach beyond the notes to reach the magic in the players."  
--Blaine Lee

