

Sharing Work And Responsibilities

“Delegation does not eliminate work; it changes it.”

Successful delegation helps all members of a group or family become involved and accomplish goals and activities.

- ▶ Each person contributes and shares in completing parts of the whole task.
- ▶ More things can be accomplished than would be possible if only one person did the task alone.
- ▶ A blending of various viewpoints and inputs can make for stronger results.
- ▶ Learning, developing, or refining skills can be a result.

Do you find it hard to empower others because...

- ▶ You feel you're not doing your job?
- ▶ You feel others don't know how?
- ▶ You think it is easier for you to do it rather than to take time to instruct someone else?
- ▶ You're threatened if others succeed?
- ▶ You think you are the only one with all the good ideas?

Dividing Large Group Tasks Into Smaller Segments

Whether you're volunteering within a local group, serving on a committee at work or dealing with a family situation, dividing up a large task into smaller segments can be useful. Be sure to weigh the advantages and disadvantages of the situation before making your decision.

Advantages

Each person can contribute

Individual has interest or expertise

More flexibility

Job not as overwhelming

Fosters spirit of cooperation

Easier to schedule task(s)



Disadvantages

1. Action may be slower
2. Responsibility too scattered
3. May get blamed for unpopular decisions
4. May have to remind family members

10 Steps to Effective Delegation

These suggested steps are guides to help you delegate more effectively. Mark each step as you presently deal with it. How well do you delegate? Do you need to work on a special area? Be honest. Now conscientiously make an effort to improve your skills the next time you find yourself in a situation which calls for sharing the work and responsibilities.

Steps	Great	OK	Needs to Improve
I define responsibilities clearly. (Describe freedoms and limitations to allow for consistency.)			
I delegate complete segments so others can see the end goal. (Delegating bits and pieces that seem illogical creates a lack of motivation.)			
I select the right person(s) for the task by determining the strengths of that person in a particular job. I am flexible in selecting person(s) as the job requirements change.			
I provide adequate feedback by being honest and accurate in assessing how the person(s) is doing. (Emphasize WHAT went wrong, not WHO.)			
I set goals and performance standards together with the person(s) involved.			
I provide support by sharing knowledge, information, and plans.			
I give those who have the responsibility in implementing the task a voice in the decision-making. (Consult with those involved.)			
I commend, encourage, and reward accomplishments.			
I can let go of authority or transfer authority to allow that person(s) personal success or failure without feeling it is my success or failure.			
I remember the "Thank You" after a job is done and acknowledge each person.			

