



Unit: Engaging and Empowering Others

Skill 33: Delegating**Activity A: What is Delegation?****Activity Skills:**

Small group interaction, brainstorming, listening and discussion.

Leadership Skills:

Understanding why delegation is important and how to effectively delegate.

Suggested Level:

Beginning

Time:

30 minutes

Supplies needed:

- Large, poster sized, blank paper
- Pens and pencils to write

Do Ahead:

- Prepare as many equally poster sized pieces of paper as needed for group size.

Source:

Developed by:
Logan Booth
AmeriCorps VISTA

BACKGROUND:

Define and discuss exactly what delegation is.

WHAT TO DO:

Begin with a discussion of why delegation is an important tool. Ask participants what they think the most important benefits of delegating tasks are. If no one brings up the following key areas, bring them up yourself and discuss them:

- Delegating prevents overworking of individuals
- So that everyone's skills can develop
- Group will not become dependant on leader/s
- Efficiency
- Everyone can get credit

Now, split the participants into small groups, anywhere from 3-6 individuals a piece. Each group should now get a large piece of paper, and write on it, with plenty of space between them for further writing, the headings: Preparation, Assignment and Review. Explain that each of these headings is a phase in the process of delegation. Instruct the groups to write beneath each heading some of the most important things to do during that phase of delegation. Key activities in each heading are:

Preparation:

- Determine what, exactly, the task to be done entails.
- Develop the boundaries of the task, such as a deadline or anything that should most definitely *not* be done in completion of the task.
- Determine who is capable of handling the task.

Assignment:

- Explain what the ultimate result of the task should be.
- Explain why the task is important and why the selected person was chosen.
- Explain why doing the project will benefit the selected person.
- Ask the selected person is comfortable with the task.

Review:

- Ask about the tasks progress before the deadline is up.
- Make sure the person handling the task is still comfortable.
- Answer any questions the person handling the task has.
- Show appreciation for the work being done on the task.

Skill 33: Delegating

Activity A: What is Delegation?

Notes:

TALK IT OVER:

Reflect:

- Why is it important to go through all three steps of delegation?
- How often should you follow up on a delegated task? If you follow up too often have you really delegated anything?
- What types of tasks are usually appropriate to delegate?

Apply:

- When have you delegated responsibilities in the past?
- Is there any responsibility currently in your life that you could delegate?
- What responsibilities do you have in your life that have been delegated to you?

BEYOND THE BOX:

Optional Homework:

Have participants do individual research at home as to how organizations – business, clubs, governments, etc. – delegate responsibilities.

Resources and Web Links: