

The Art of Delegation

Delegating to Others



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What is delegation?

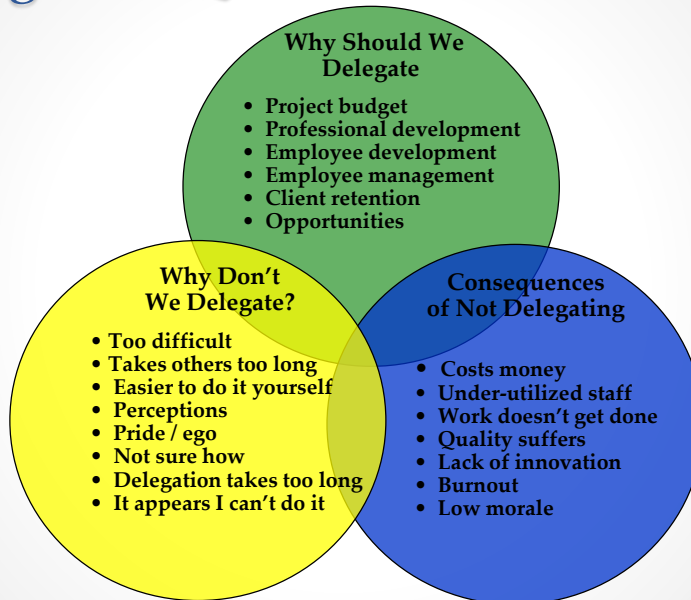
Delegation is the transfer of an activity while retaining accountability for the outcome. This includes 'transferring activity' to:

- Your employees
- Employees in other departments, business lines, etc.
- Peers
- Contractors
- Anyone else who doesn't work for you



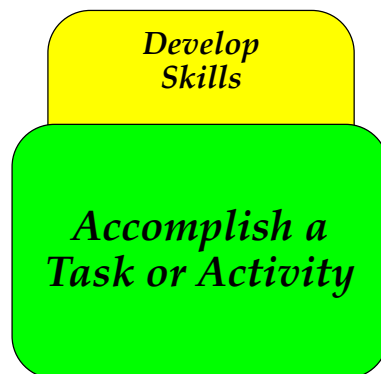
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Delegation Questions



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Reasons to delegate



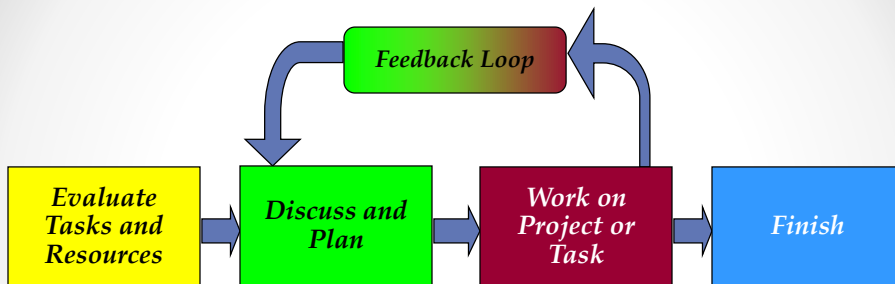
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What task or action do you want to delegate?



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Successful delegation

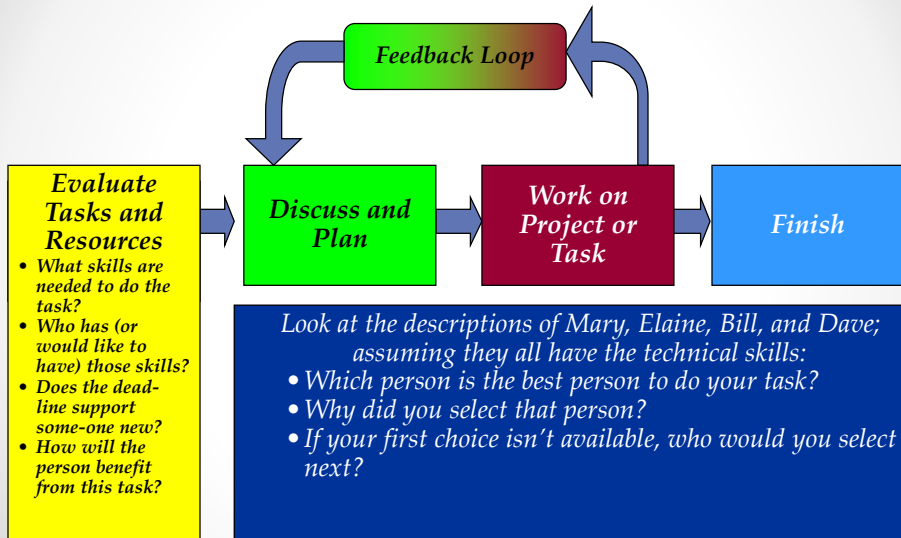


Rule of Thumb

Less = More
*The less you know,
the more you must do*

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Successful delegation



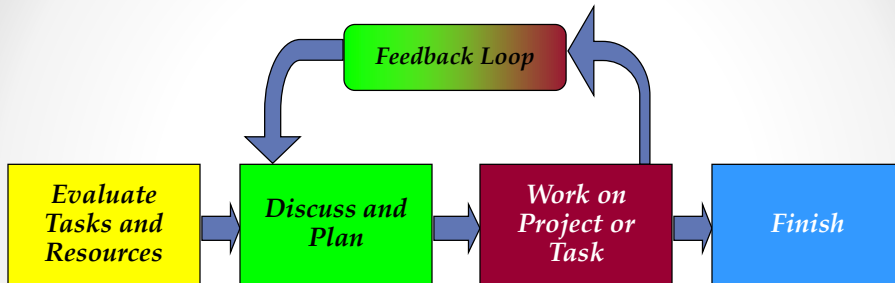
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Successful delegation

Six slides deleted for sample

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Delegation review



Rule of Thumb

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the more you must do*

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Questions?

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Your assignment

- Review these delegation techniques and the delegation questions and tips
- Delegate at least one task over the next week to someone
- Follow the delegation process with emphasis on the area that will have the most impact for you:
 - Discussion and planning
 - Feedback sessions
 - Review and recognize

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Thank you

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