

# The Art of Delegation

## Responding to Delegation



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## What is delegation?

*Delegation is the transfer of an activity while retaining accountability for the outcome.*



This includes receiving tasks from:

- Your boss
- Supervisors in other departments and business lines
- Peers and coworkers
- Anyone who asks you to help out

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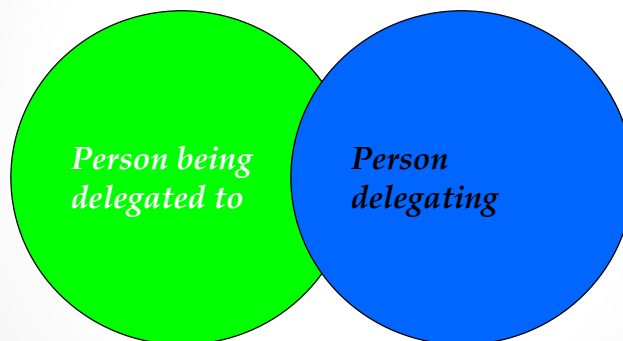
## What's in it for me?

What are the benefits to you of being on the receiving end of delegation?

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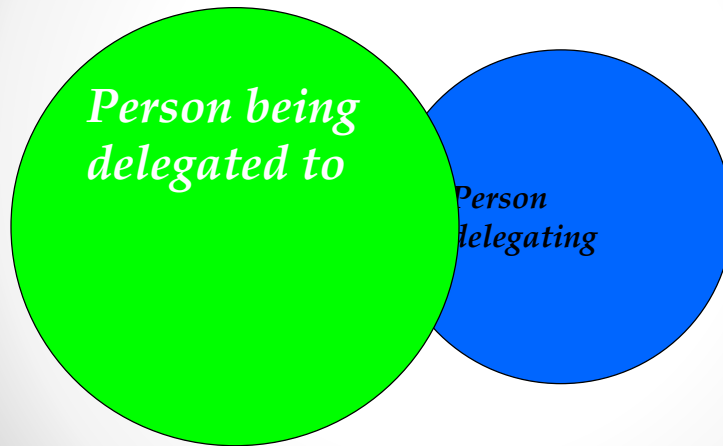
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## Fear of delegation



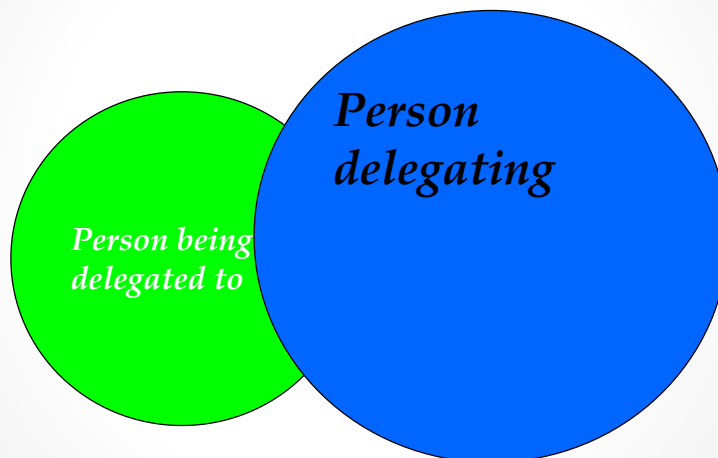
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# Fear of delegation



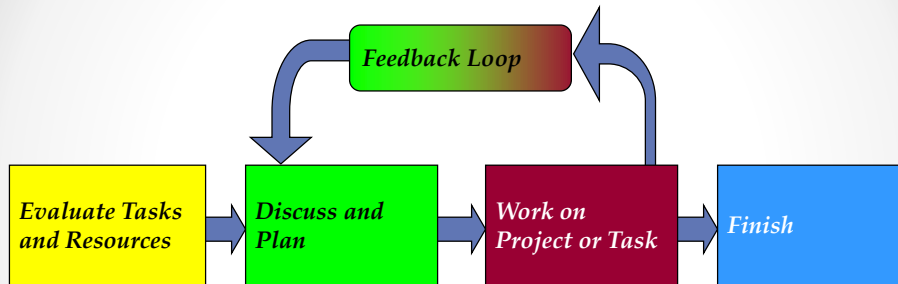
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# Fear of delegation



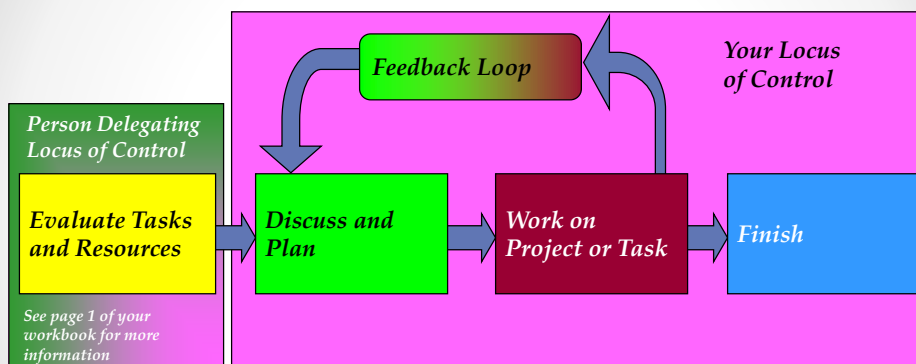
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# Delegation process



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# Delegation Process



## Rule of Thumb

**Less = More**

*The less you know, the more you must do*

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# Delegation Process

Five slides deleted for sample

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## Prepare yourself for delegation

- Identify your goals – what kind of professional growth do you want?
- Let your supervisor know your goals
- Identify what skills you have and how they can be used more effectively
- Continuously improve your skills through training
- Follow the process from this training to be more successful in tasks and projects

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# Assignment

Next time someone delegates to you:

- Ask at least 3 questions about the task (or make an appointment to ask questions)
- Schedule at least one feedback session before you leave the initial meeting
- Reward and record the results
- Use the delegation template in handout as a guide

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# Questions?

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Thank you

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