



The Importance of Delegation

By Jimmy Lynch

Delegation is one of the key performance management skills requiring a planned approach which will ultimately achieve the desired result whilst at the same time providing a platform to motivate and develop your work colleagues.

Delegation is often seen as a difficult area to approach and raises many queries like, “Is it quicker to do it myself” and “Will the completed task be to the expected high standards”.

It is only by delegating a task and by following the ‘Five Step Delegation Process’ that the trust grows and ultimately the success of the team within.

Step 1 – Analyse the Task

- Identify the task to be delegated ensuring that you are not just dumping a task that you can do yourself. It has to provide a challenge.
- Ensure that the individual has the right degree of authority and responsibility.
- Inform others if you are delegating a task.

Step 2 – Analyse the Individual

- Who is most suitable for the task in hand.
- Will it dovetail into the work that they are doing, what workload they have, do they have suitable resource.
- What is in it for them, further development and more project visibility.

Step 3 – Agree on a Monitoring System

- Agree goals and targets you want to achieve.
- Define the success criteria and what the end result should be.
- Agree review timelines to monitor progress.

Step 4 – Set the Climate for Delegation

- Keep an open dialogue allowing all parties to provide input.
- Give credit where required.
- Build in coaching and development opportunities where possible.

Step 5 – Review Process

- Review progress on a regular basis providing support and guidance.
- Review the success criteria once the task has been completed.
- Gain feedback for further development.