



Office of Student Leadership & Service



“Leadership Lifesavers To-Go” Series

Leadership Lifesavers To-Go is an ongoing outreach effort to students at Emory University from the Office of Student Leadership & Service and is a supplement to our ongoing leadership development series. These brief & informative “tid-bits” are intended to serve as guides and are not intended to be all-inclusive.

DELEGATION

DELEGATION IN SIX EASY STEPS!

Step #1:

Indicate what new responsibility you want the group member to handle. Tell him/her why you chose him/her for the task. Some possible reasons include:

- This person is the most experienced or most capable.
- This person has the most time.
- This person wants to do more.
- This person has specialized knowledge or talents that will be an asset.
- You feel this person will be able to succeed in the task and this will help him/her to further develop as a future leader.

Step #2:

Describe exactly what the new responsibility entails. Provide a written list of specific duties or responsibilities.

Step #3:

Ask for questions and comments about the task.

Step #4:

Listen to the person’s questions and comments and respond appropriately.

Step #5:

Ask the person for a commitment and offer your help. Be prepared to give the person time to think over the offer.

Step #6:

Tell the person you are confident that he/she can succeed in the task.

This information was created for you by the Office of Student Leadership & Service.
Need more information? Have a suggestion for a new topic? Contact us at lead@learnlink.emory.edu or visit us at:
<http://osls.emory.edu>

After the person has accepted:

- Be sure to follow up to make sure things are going well!
- Be sure to give the person enough control so he/she feels this is his/her project.
- Be sure to discuss how much or little supervision the person wants. Make an agreement that both of you feel comfortable with about this level of supervision.
- Make sure to give the person deserved, genuine positive feedback as the task progresses, and thank and recognize him/her for a job well done at the end.

“What if the person says no?”

- Ask the person to clarify exactly why he/she feels they can't handle the task.
- Ask questions to make sure you understand clearly.
- Then decide whether or not you agree with the person's assessment of the situation.
 - 1) If you agree the person cannot handle it for reasons you were unaware of, then find someone new.
 - 2) If you think the person is just lacking confidence or just isn't sold on the idea, try to explain again why you feel he/she is a good choice, working through the person's objections.

“It seems like it would be easier to just do it myself!”

Appearances can be deceiving! In the beginning, delegation is a bit more time consuming than simply doing it yourself. However, over the length of the project or event, delegation clearly saves you time and headaches.

An added benefit is that you are sharing knowledge, and helping to develop future leaders within your organization. This sets your organization up for continued growth & success after you have moved on!