



Delegation: the act of assigning tasks and authority to other team members, allowing a manager to distribute workload efficiently while empowering employees to take ownership of specific tasks and develop their skills.

Examples:

- Assigning a team member or members to spec a new vehicle.
- Being assigned the role of Safety Coordinator.

1 CHOOSE THE ASSIGNMENT TO BE DELEGATED

- **Remember:** you can assign the task. You cannot assign the responsibility for successful completion.

2 CHOOSE THE PERSON FOR THE ASSIGNMENT

- Consider their strengths, interests, and expertise.
- Develop the assignee's weakness.
- Utilize the assignee's special ability or subject matter expertise.
- Supplement your weakness.
- Give the assignee a chance to shine to themselves and team.

3 EXPLAIN THE ASSIGNMENT TO THE SELECTED PERSON

- Goals, expectations & timeline.
- Authority to gather information.
- Notify other leaders of the delegated assignment.

4 PROVIDE RESOURCES AND OVERSIGHT

- Be generous with your time and expertise.
- Be flexible with assignee's methodology (it doesn't have to be your way).
- Don't micromanage.

5 END-OF-PROJECT WRAP-UP

- Thank the assignee and supporters.
- Give credit up and down the organization.
- Debrief the project and the assignee's experience.