HOW TO DELEGATE EFFECTIVELY!

The 5-steps to delegate professionally, effectively and engender responsibility!

1

Give clear instructions for the task:

- Paul, I'd/we'd like you to...
- Jenny, we're asking you to...

2

Set a deadline

- I/We would love to have this done by...
- I/We need to get this finished before...

3

Explain why you've chosen that person to do a task

- We believe you're the right person for this task because...
- We trust you to do a good job with this because...

4

Describe the desired outcome

- We need to do this because...
- This is important for Micron/us/DEG because...

5

Offer support

- Do you have everything you need to get this done?
- Is there anything I can help you with to get this completed?

Delegating Power-Up!

1. Agree on a schedule of checkpoints at which you'll review project progress
2. Invite questions and be open to suggestions.
3. Be specific when telling someone why you chose them!

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Hands-On Task!

Imagine the participants in this OPEN workshop are in your team. Take it in turns to delegate the tasks below using the steps and language on the first page.

1) You'd like your colleague to chair the meeting with the global team tomorrow.

2) Your colleague is very good at English presentations. Ask him/her to give a presentation at the next update meeting.

3) You'd like your colleague to take over the relationship with an important vendor.

4) You have to write a weekly report, but you'd like your colleague to take over.

5) Your own task!

OPEN PLUS!

Here are some great resources to review delegating!

https://aspire-advantage.com/delegate-or-micromanage/

https://aspire-advantage.com/delegating/