

INTRODUCTION

MODULE 27

Delegation – The Key to Leverage

Your ability to delegate effectively to others is the key to leveraging yourself and multiplying your value to your company. Delegation is one of the most important skills of management. Without the ability to delegate effectively and well, it is impossible for you to move up or to advance in management to higher positions of responsibility.

All excellent managers are excellent delegators, as well. In old school thinking, people said that, “If you want the job done right, you have to do it yourself.”

In new school thinking, the correct statement is, “If you want the job done right, you have to delegate it properly to someone else so that they can do it to a proper standard.”

Delegation is an art and science. It is a skill that you can learn through practice. And like any skill, you become better and better at delegation the more you do it.

Your most valuable asset is your ability to think. In this program, you will learn how to think about the process of delegating effectively to others. As you become an excellent delegator, you will become more and more valuable to yourself and your organization.

“The effective leader recognizes that she is more dependent on her people than they are on her. Walk softly.”

WHAT YOU WILL LEARN IN THIS SESSION

“Delegation

is not abdication

— inspect what

you expect.”

1. Getting the highest return on investment in people;
2. Maximizing the productivity of your staff;
3. Thinking through the job;
4. Determining the task-relevant maturity of the subordinate;
5. The essentials of effective delegation;
6. Delegating with participation and discussion;
7. Practicing management by exception;
8. The manager as a motivator;
9. Delegating decision-making and problem solving;
10. The two choices you have with every task.