Tips for Managers | Ideas from Human Resources

Steps for Effective Delegation
(Reference: Effective Supervision: Training for Supervisors at BYU-Idaho, © 2010 by BYU-Idaho)

1. Identify Work Items that Can Be Delegated
   a) Decide what to delegate and to whom to delegate it.
   b) Be sensitive to the skills and abilities of your subordinates.
   c) Be sensitive to the workloads of your subordinates.
   d) Remember that not all items can or should be delegated, for example:
      - Praise and recognition
      - Budgeting and financial planning
      - Discipline and discharge of employees
      - Understanding, communicating, and enforcing organizational policies and procedures.

2. Give the Assignment to the Employee

3. Communicate Your Expectations
   a) Clearly communicate your overall expectations (i.e. dates, quality, etc.).
   b) Give the subordinate a clear vision of the end goal.
   c) Solicit questions. Be sure he/she clearly understands the assignment.
   d) Set up a specific time for follow-up.

4. Provide Training Where Necessary
   a) Remember, oftentimes subordinates need feedback and guidance to become proficient at a specific task.
   b) One of the primary goals of delegation is to develop your subordinates. Remember to be patient and provide the necessary training for them to succeed.

5. Follow-up
   a) Provide feedback.
      - Provide positive feedback.
      - Give corrective feedback in an appropriate manner.
   b) Make adjustments as necessary.