

## Tips for Managers | Ideas from Human Resources

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### 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.