



3 Minute Mentor

Episode 48: Show Notes

Episode 48: How do you delegate?



Delegation as weakness? In most companies if you can't delegate you don't survive. You will never be a leader if you can't get others to help you complete your missions.

1. When to delegate?

There are many reasons to delegate but I find they fit into three groups.

- Time – sometimes you just don't have the time in bigger projects to do all the tasks
- Skills – often we don't have the skills to do all the roles so we delegate to people who do
- Development – we might to give them the experience of doing the task

Think through whom you delegate and ensure they have or get the skills they need to do the job.

2. How do you delegate?

It is not just enough to give someone a task, you need to set a framework for the task.

- When do you need it completed?
- Is there a specific set of input you want them to include?
- Are there people or processes that you need them to follow?
- What is your expectation as to how the output should be delivered or to whom?
- Have you given the person the authority to do the job you have given them?

If you do not set expectations correctly you will need to be happy with that you get back!

3. Expectations when you delegate

While you can delegate the authority, the responsibility remains with you.

You cannot delegate responsibility in your boss' eyes – failure is still yours.

Of course you need to give the success to the person that did the work.

Cascading delegation – do not allow continuous delegation to someone who doesn't have the skills.

Bottom Line: Delegation is a key skill and you will never complete large projects without it – getting it right is all about how you delegate, not who you delegate to.