

5 Steps

TO EFFECTIVE DELEGATION

Identify the Right Tasks to Delegate

- Determine which tasks can be handled by others to free up your time for higher-priority responsibilities.
- Examples: Preparing materials for activities, organizing events, or managing attendance logs.

Choose the Right Person for the Task

- Match the task to the strengths, skills, and interests of your staff.
- Consider staff availability and their workload to ensure they can take on the responsibility effectively.

Communicate Clearly

- Provide detailed instructions, outlining the goals, expectations, and deadlines.
- Clarify the importance of the task and how it contributes to the program's success.

Provide Resources and Support

- Equip staff with the tools, training, or guidance they may need to complete the task successfully.
- Be available to answer questions or provide feedback as needed.

Follow Up and Acknowledge Efforts

- Check progress periodically without micromanaging.
- Celebrate successes and provide constructive feedback to encourage future growth and confidence.