

SKIDMORE

C O L L E G E

Office of Leadership Activities

815 North Broadway

Saratoga Springs New York 12866-1632

Skill Building – Delegating

Introduction

How can you help people in your club prepare for future leadership roles and free up more time in your schedule so you can do other things?

DELEGATION. Delegation is the key to a successful organization. Sharing responsibilities keeps members interested and enthusiastic about the group. You might be reluctant to delegate because you want to make sure the job is done right (your way). It might take longer than it would for you to do it on your own, but it will help your mental wellbeing. It will also help your health while improving the quality of the end project. You can make members feel unimportant and become apathetic if you don't share the responsibility of making the organization a success. Both the leader and the group can benefit greatly from delegation.

Benefits

Members become more involved and committed with effective delegation techniques are used. More projects are completed, and everyone gets a better chance of using their individual skills to help accomplish the greater goal. Student leaders are also less likely to burn out when the delegate - acquiring more experience with 'real life' teamwork scenarios.

You Can Delegate By:

- Asking for volunteers by a show of hands or passing a sign-up sheet (interest is a great motivator!). However, this method can be impersonal and you could be "stuck" if no one signs up.
- Appointing or suggesting someone. Sometimes a member lacks self-confidence and won't volunteer; appointing a person demonstrates your confidence in them.
- Assigning through a committee. This takes the pressure off an individual and reinforces organizational structure.
- Choosing "best fit" of person with the task is the most effective. Try to spread the enjoyable and responsible tasks around, giving more members status and value.

Considerations for Effective Delegation

- Choose the appropriate people for specific tasks. Consider their

availability, interest and capabilities. Specific responsibilities to be delegated to a particular person must be something they can complete and want to do.

- Explain why individuals were selected and talk about mutually set goals. Share the big picture.
- Define clearly the responsibilities being delegated to each person. Explain what is expected of the person(s) and give them freedom to complete the task in their own way. Remember everyone accomplishes tasks differently.
- Invite them to ask for help. Give accurate and honest feedback. People want and deserve to know how they are doing. Allow for risk-taking and mistakes.
- As a leader, it can be hard for you to "let go;" you like being the doer. Let them do the job! Delegating does not eliminate work; it simply changes it. As you delegate appropriately, a multiplier effect occurs.
- Follow up. Check-in periodically to see if people have any questions regarding how a project is supposed to be done.