

Principles Of Delegating

- Take your time in selecting the right person for the job.
- Delegate the fun and good jobs as well as the not so fun things.
- Be realistic in your time schedule when you delegate.
- Delegate specific tasks with specific results. Try and avoid gaps and overlaps.
- When you delegate, delegate the whole! Don't be constantly "looking over someone's back". If you have given time and thought into your delegating, the person you selected should be able to carry out a task without interference.
- Delegate gradually. Allow others the chance to succeed and then move them on to bigger and more challenging things.

Ten Commandments For Delegating...

1. Thou shalt involve people in setting their own goals.
2. Thou shalt suggest tasks which meet talents of the person.
3. Thou shalt involve as many group members as possible.
4. Thou shalt clearly define the person's responsibilities.
5. Thou shalt let the person know how important their responsibility is.
6. Thou shalt delegate everything except the final responsibility.
7. Thou shalt set progress times and dates to help people monitor their progress.
8. Thou shalt evaluate tasks for future reference.
9. Thou shalt thank everyone who helped.
10. THOU SHALT HAVE FUN !!!



Always consider how your behavior will reflect on the group you represent.

Never forget individuals...even when dealing with the group as a whole.

Always be honest with yourself and with the group about personal limitations. Do not over-extend yourself!

TIPS FOR LEADERS:

- Remember that there are no easy solutions.
- Always have a Plan B.
- Look for the positive; deal graciously with the negative.
- Set realistic deadlines for yourself and others.
- Make decisions at the lowest possible level.
- Take solutions, not problems, to the authority.
- Remember, decisions are no better than the information on which they are based.
- Never call a meeting just to call a meeting.
- State your expectations clearly, in the beginning.
- Most major jobs can be broken down into manageable tasks.
- Face mistakes, accept responsibility, and move on.
- Always date and identify any materials you prepare.
- Always keep at least one copy, if not the original, of any material you prepare.
- Do more than one thing at a time when little thought is required.
- Conflict should be resolved, not avoided.
- People rise to a challenge, if it is given.
- Never approach a project with a negative result. Think positively!
- Seek help from other qualified people.
- Develop leadership in the members of the group.

[Cherry Wunderlich, Montgomery County Council of Parent-Teacher Association, 1985]