

## DELEGATION: THE KEY TO GROWTH

Here are six steps recognized by most management authorities to achieve effective delegation:

1. Review the tasks to be done. Determine which ones others should do.
2. Select the person *best suited* for the specific task.
3. Encourage, train and motivate the person to accept the assignment.
4. Explain the task fully and then turn over the job and the authority to accomplish it to that person. Check to be certain that your instructions are clearly understood. Give the reason the job needs to be done. Specify the results you expect. Ask questions to be sure that you have been understood and then step away and let that person complete the task.
5. Provide support, encourage independence and help develop confidence. Restrain from over-checking on the progress of the task.
6. Keep supervisory control, because, ultimately, proper completion of the task is your responsibility.

