




Delegation

Enelra Tip Sheets:
Getting Better Every Day

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- A person wearing a bright yellow long-sleeved shirt is sitting on the floor, pointing at a large, hand-drawn diagram. The diagram is a circular flowchart with the word 'Goal' in the center. Arrows point from 'Goal' to 'RESULTS', 'CLIMBING', 'TIME', 'ANALYSIS', and 'TRENDS'. There are also arrows pointing from 'RESULTS' back to 'Goal'. The diagram is drawn on a large sheet of paper or a whiteboard. Other people's legs and feet are visible in the background, suggesting a collaborative meeting environment.
- 1 Saves time, allowing you to focus on other priorities
 - 2 Achieve more through the input and help of others
 - 3 Makes the best use of your and others' time and skills

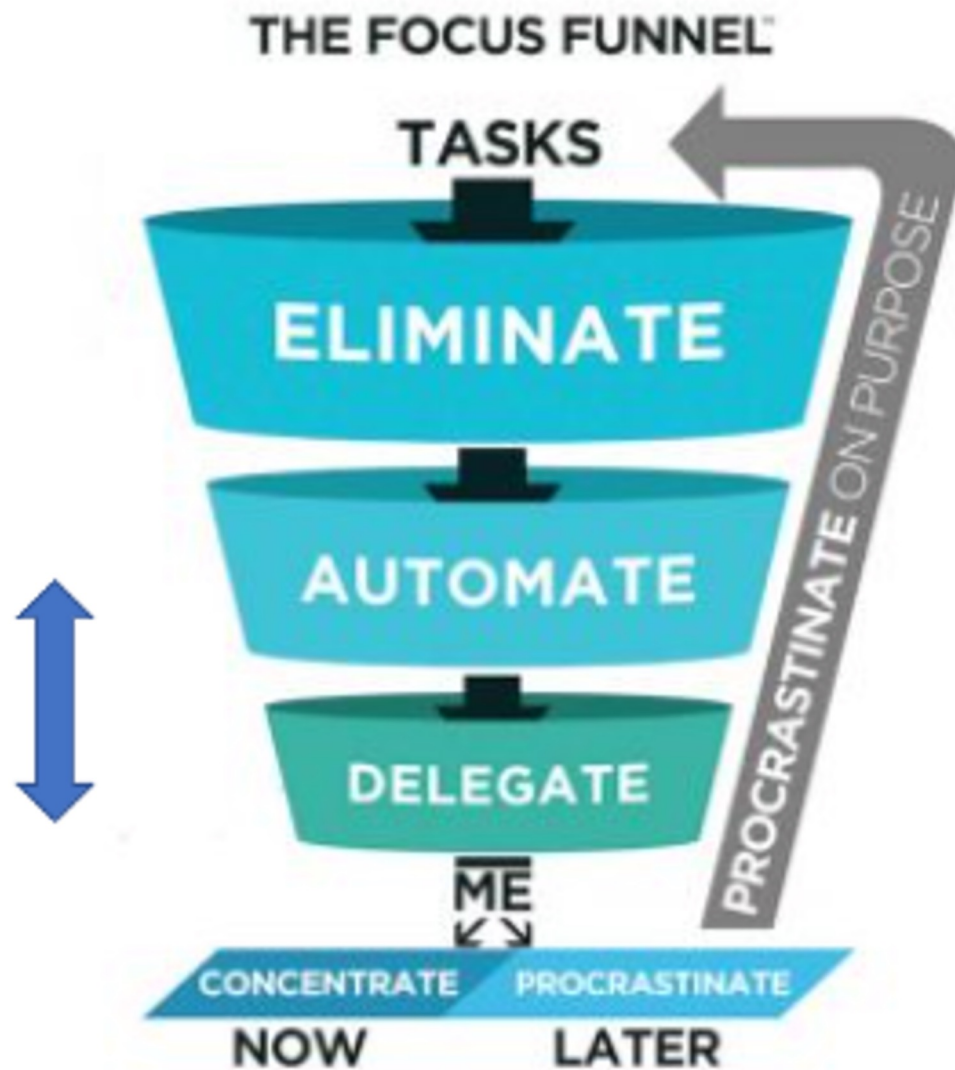
For the employee?



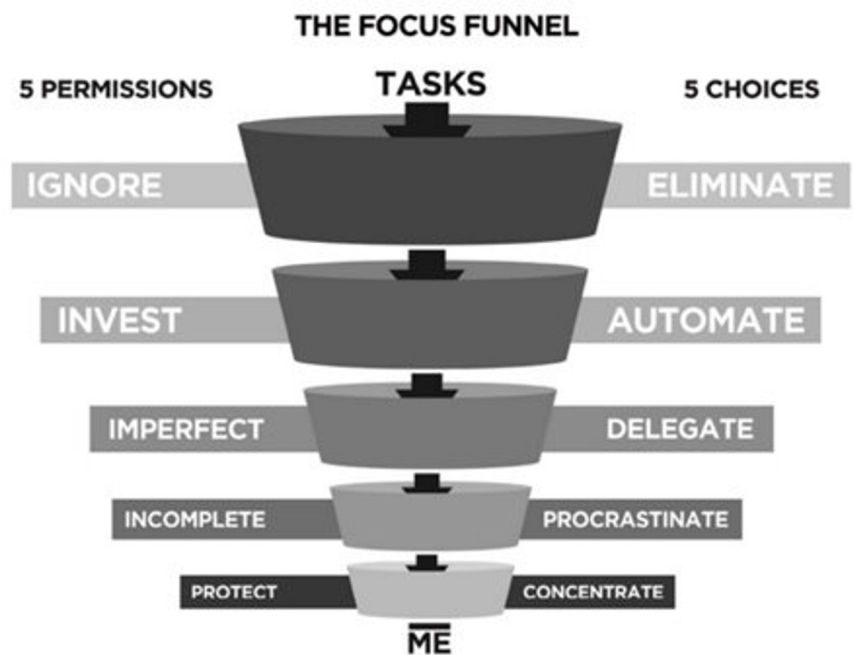
- 1 Enhances experience through diversity of work
- 2 Provides visibility and exposure
- 3 Helps them develop and grow
- 4 Provides greater visibility of potential
- 5 Drives engagement & ownership

You can't do everything





From – Rory Vaden, Procrastinate on Purpose



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Situational Leadership:

Matching the right work to the right employee



5 Steps to Delegate & Empower

Prepare

- Define the task, project or function
- Determine who you want to delegate it to
- Evaluate their skill/will

Assign

- Explain the “why”
- Specify:
 - Expected Outcomes
 - Time/Deadlines
 - Available Resources
 - Who else is involved
 - Decision Maker

Confirm

- Verify understanding of assignment
- Answer questions / Concerns
- Ensure commitment to the task

Track

- Track progress
- Support & clarify as necessary

Feedback

- Provide feedback on performance