



# management effectiveness

## Effective Delegation

The manager's ability to delegate effectively to others is the key to leverage and multiplying the manager's value to the company. Delegation is one of the most important skills of management. Without the ability to delegate effectively and well, it is impossible to move up or to advance in management to higher positions of responsibility.

All excellent managers are excellent delegators as well. In old school thinking, people said that, "If you want the job done right, you have to do it yourself." In new school thinking, the correct statement is, "If you want the job done right, you have to delegate it properly to someone else so that they can do it to a proper standard."

Never do anything that someone else can do for you, as well or better. Simply put, delegation begins by determining all the tasks that must be performed to reach your organization's goals. Then select the individual or individuals best qualified to handle each duty and empower them to do it. Finally, check results regularly to make sure the productivity goals you've set are being reached or surpassed.

Delegation is an art and science. It is a skill that can be learned through practice. And like any skill, managers become better and better at delegation the more they do it.

### Workshop Topics

- Theory of Constraints
- Starting Point of Delegation
- Task Relevant Maturity
- Seven Essentials of Effective Delegation
- Reverse Delegation
- Management by Exception
- Four Step Method

#### For more information:

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