



LIGHTHOUSE

Support for managers



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EAP Helpline



E-MAIL EAP

DELEGATING TASKS

Delegating tasks requires planning and foresight. If we want to be sure that a task is done well, we need to know which piece of information is important enough to convey it, and we need to make sure that our expectations are fully understood.

Transfer of responsibility

It is worth remembering that we can only fully control ourselves, i.e. our thoughts, feelings, and finally how we behave and what we achieve.

So if you plan to accomplish tasks by delegating them to employees, make sure they have the knowledge, skills and the right attitude to complete them, and you should have them under reasonable control (monitoring). Delegating without control is like riding a bike without holding onto the handlebars.

Foresight

One of the key leadership skills is foresight. Anticipate what might happen on the way to the goal and what difficulties the employee might encounter. Have a plan B, and maybe even plan C. Make sure you have the right time reserves. Delegating a task at the last minute increases stress – both for you and your employee. What about impromptu tasks? This is a source of frustration for many employees and a crack in the image of a professional manager.

Here are some helpful questions to ask yourself when delegating tasks:

How did you make sure the employee understood your message?

How did you make sure that the employee has the resources (time, knowledge, skills, right attitude) to complete the delegated task?

To what extent does the employee believe they can achieve the goal?

Does the employee have a direct influence on how the goal is to be achieved?

Have you gone through the framework plan or assumptions regarding the goal with the employee?

What does an employee need to get a satisfactory result?

How can you support your employee?

How can you develop your employee's achievements?

How do you recognise employee performance?

Delegating is an art. And the more you can delegate – and thus help your employees grow – the better it shows your managerial mastery. And in addition, you have more time to... (finish the sentence yourself).

Good luck!

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