

Delegation

One of the more difficult tasks for a leader to do is to delegate. However, ineffective delegation can lead to leader burnout, and can also contribute to group members feeling as if they don't really matter, which can ultimately lead to attrition. Remember, your members are your greatest resource. Let them create; let them put their creativity into action!

Effective delegation is important because it:

- Allows more people to be actively involved
- Motivates members by giving them value and importance
- Distributes the work load
- Helps organizations run more smoothly

What and When to delegate:

- Matters that keep repeating themselves
- Details that take up large chunks of time
- When someone expresses interest in the task
- Minor decisions made most frequently
- When you feel someone else has particular qualifications which would suit the task

What and When NOT to delegate:

- Situations when you have to change someone's behavior
- Something that involves trust or confidence
- Something that you yourself would not be willing to do (including any "menial" work)
- A decision that involves someone else's morals
- The "hot potato"