

BUSINESS ENGLISH

How to delegate effectively

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When you **lead** a team, you take on new **responsibilities** and challenges and team leaders have to learn to **delegate** as much as possible. This can mean **sharing** and moving your **responsibilities** on to others, trusting them to do some of the work that is normally yours. Delegating **effectively** allows you the time and space to offer the required **support** to your colleagues, **manage** the problems that can arise, and **maintain** focus on the general situation, the key features of **effective leadership**.

Knowing which tasks to delegate can be a bit more difficult, let's take a look at the **5 top tips** on effective delegation:

1. **Start with the smaller tasks**

If you are uncertain or worried about giving full responsibility to your larger projects, begin by delegating **smaller** tasks that don't require a large level of **oversight**. This will provide your team members with the **opportunity** and **time** to get acquainted with their new responsibilities.

2. **Choose tasks that can develop your team members**

Delegation isn't only about **reducing** your workload, it should also be an occasion to **develop** your team and give them **learning** opportunities. Identify tasks that can help their professional development, and give them the **time** to get better at doing them. Through the passing on of work you are able to do competently and **educating** your team members to be able to do the same, you will help them **grow** professionally too.

3. **Delegate tasks to the appropriate people**

The best managers know their team well and know exactly which tasks would suit which individual best. It would be easy to just delegate tasks you don't like doing but this can have a negative effect. When people are doing tasks they enjoy, they become more motivated to do

the best job they can do.

4. Have faith in your team

After handing over a task, it is sometimes easy for some managers to regularly keep **too close** an eye on their staff and **correct** every action they see. This is **micromanagement** – a style of management where a manager watches and controls what their team is doing too closely. Micromanaging occupies almost as much time as it would doing the task yourself. It can also **demotivate** your team, and **discourage** creativity and innovation. Delegating tasks means we need to be able to **trust** that things will get done, this might not mean in the exact same way we would do them.

5. Offer support

It is important for a team leader to set **clear goals** and expectations, **communicate** timelines and offer relevant **guidance** where needed. It isn't enough to expect your team members to read your mind and understand your expectations when you haven't given them the necessary information. **Check in** regularly to make sure everything is on track.

Delegating is not easy, and it takes practice to do it **effectively**. But it is by **sharing** responsibilities that we can become a **valuable** team player and a true leader.

