

## BUSINESS ENGLISH

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### **How to delegate effectively**

di Tom Roper

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.

