

The Art of Effective Delegation – Activity

Objective

- To analyze one's own style of delegation.

Materials & Equipment You'll Need

- Flipchart and markers
- Slips of paper

Step One: Ready to Go?

Get participants thinking about their current method of delegation and how to organize work for appropriate delegation. Introduce the exercise with an explanation of the activity as being one designed to focus on effective delegation.

Let participants know that you want them to become aware of their preferred style of delegation and how to better analyze the needs of the employees being led.

Step Two: Letting Tasks Go

Give directions: *"I am giving you slips of paper. Write down three different tasks that are on your To Do list that you would love to give away to someone else."* Give participants time to complete this task.

Place a wastebasket in the center of the room. Ask participants to wad up their papers and throw them into the can simultaneously.

Discuss how it felt to throw away some tasks. Explain that when we delegate work, we are giving away tasks to others, which in turn frees up our time.