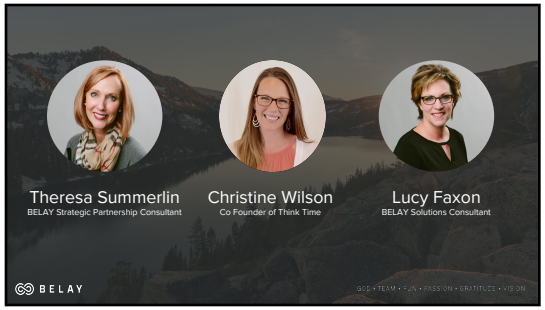
Theresa Summerlin
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The Art of Delegation
Best practices for successful delegation in the workplace
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Define Delegation
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What's Out:
#thestruggleisreal

What's In:
#empower #delegate

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What's Out:
#thestruggleisreal

What's In:
#empower #delegate

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What's Ahead?

When to delegate
Why you don't do it
What to delegate
How to delegate

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When to Delegate

- Working too many hours?
- Overwhelmed?
- Entrenched in day-to-day details?
- Unable to move the ball forward or grow your practice?
- Spending time on tasks you don't enjoy?

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Why Don't You Delegate?

Bottom Line: Build trust and learn to trust those who work for you.

"Delegation is an extension of trust...it is the most compelling form of human motivation."

- Stephen Covey

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How to Build Trust

Assign small tasks

Get quick wins

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Common Misconceptions

"I have absolutely no time to do this."

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Common Misconceptions

"I can do it faster and better."

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Common Misconceptions

"They are going to mess it all up and not meet or exceed my expectations."

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Common Misconceptions

"If I have to take the time to explain it, then I should just do it myself."

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What to Delegate?

Bottom Line: Take the time to define what works for you.

	YOU	OTHERS
LOVE	KEEP	DELEGATE (COACH / LEAD)
HATE	DELEGATE	DELEGATE

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What to Delegate?

Bottom Line: Take the time to define what works for you.

Ask yourself the following questions:

1. What do I do daily, weekly, and monthly?
2. What projects/tasks am I involved in that I need to stop or get out of?
3. What needs to get done but is not getting done? Be brutal with your answers.
4. Can someone help with any of these on the list? Don't kid yourself, you don't have to do it all.
5. What can I only do, that I must do?

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How to Delegate
Bottom Line: It's a learned skill.
Soft and Hard Skills Required
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The Soft Skills of Delegation:
Your job is to inspire and motivate by extending trust.
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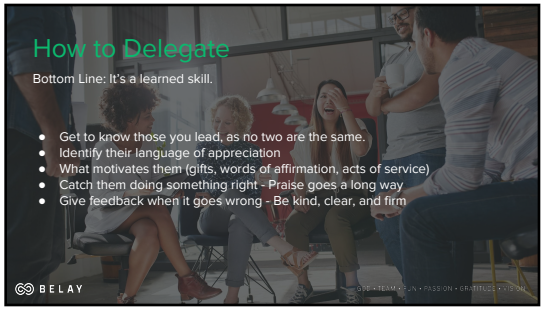
How to Delegate
Bottom Line: It's a learned skill.
Get to know those you lead, as no two are the same.
Identify their language of appreciation
What motivates them (gifts, words of affirmation, acts of service)
Catch them doing something right - Praise goes a long way
Give feedback when it goes wrong - Be kind, clear, and firm
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The Hard Skills of Delegation:
It doesn't come naturally to everyone, it's a learned skill.
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How to Delegate
Bottom Line: It's a learned skill.
START WITH WHY
Be specific
Don't forget the "who, what, where, and when"
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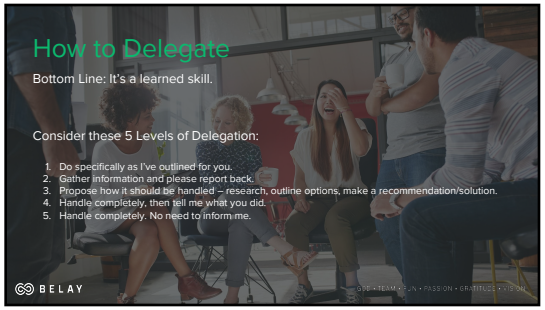
How to Delegate
Bottom Line: It's a learned skill.
Consider these 5 Levels of Delegation:
1. Do specifically as I've outlined for you.
2. Gather information and please report back.
3. Propose how it should be handled – research, outline options, make a recommendation/solution.
4. Handle completely, then tell me what you did.
5. Handle completely. No need to inform me.
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Wrapping Things Up...

Bottom Line: Be someone worth following.

Delegation is necessary:
Write down three reasons why you need to start delegating now.

Now we know what we should delegate:
Write down the top three tasks that by delegating you will feel the burden lifted.

Next Steps:
Write down a plan for over the next 7-21 days to delegate more often.
What are you going to do with the information you've learned today?

Download our Delegation Matrix: belaysolutions.com/delegationmatrix

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Q&A

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Thank you.

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GOT TEAMWORK • GOT PASSION • GOT TRUST • GOT VISION