



# EFFECTIVE DELEGATION



# GAINS OF DELEGATION

- Freedom and Effectiveness.
- Generating, teaching competences.
- Climbing the next ladder of success.
- Eventually, autopilot Empire.

# WHY PEOPLE DON'T DELEGATE 1

- Don't know it's vital to Business growth.
- No time to teach.
- Think it is quicker to do it.
- Want to feel in control.

# WHY PEOPLE DON'T DELEGATE 2

- Some love the job too much.
- Some can't trust the subordinates.
- Want of loyalty, honesty.
- I can do it better. I'm a specialist.
- Many don't know how.

# USEFUL ATTRIBUTES:

- Learn to Hire the right people.
- Learning the skill of saving, sinking funds.
- Ability to tolerate mistakes.
- Calm temper. Release Anger.
- Affirmation on auto pilot – Business.
- Set Goals – Figure out – say 3 years.

# IDEAS TO GET STARTED

- Create Business Positions and Roles.
- Create a successor Now.
- Duplicate yourself Now.
- Make yourself unnecessary.
- Grow a star, Deputy star

# LOVE TO TEACH, HATE TO DO

- Have a long list of tasks.
- Assign tasks piece meal.
- Learn new skills for next high task.
- Teach the skill, delegate.
- Learn, Practice, Delegate etc.

- Ultimate Role; Vision, thinking.
- Trust Mindset: Subordinates are better.
- Starting Point: describe job on Paper.
- Standard of Excellent performance on paper.
- Length of time to complete task.



- Assign a Single task successfully.
- Bring more simple tasks.
- Bring complicated tasks.
- Be a teacher, a coach, a mentor.

# DELEGATEES IN 3 CATEGORIES

**Green recruits**: Use Direct style.

**Previous Experience**: Set clear goals, standard of Excellent performance.

Set deadlines.

Employ MBE: Focus on Vital/Deviation.

**Pro**: Coach, Mentor, inspire.

# 4 TYPES OF DELEGATEES/PERSONALTY

- **Relater**: Low Key: Warmth: Friendliness.
- **Thinker**: Straight to the point.  
Stress details, accuracy, precision.
- **Directors/Drivers**: Spell results: measurement pattern.
- **Expressive/Socialite**: Keep on tract: Focus on KRAs.

# KEY SKILLS

- Smaller tasks to build confidence.
- Participation and Discussion.
- Make resources known.
- Delegate 100% of tasks.
- Grow sons, not corns/sons grow corns.

# SUPERVISION

- Employ MBO: MFR: Focus on Objectives.
- Key = Efficiency: Involve all in Plans/Goals.
- Delegator: Still Accountable for results.
- Employ Pygmalion effect: Manage expectation.
- Employ Galatea Effect: Delegation's expectation.
- Avoid reverse Delegation.

# DELEGATE DECISION MAKING

- Create think on Paper form.
- What is this problem?
- What are the Solutions?
- Which is the best?
- Apply the Best, Report only exceptions.

# SUPERIOR SUPERVISION

- MBO: Focus people's attention on Results/80%.
- Attention on Output Quantity/Quality.
- Train relentlessly: Youtube/Internet.
- Focus on Key Result areas.
- Use MBWA – Desire to be observed.

# CONCLUSION

- Write doers' names on To do list.
- Cultivate To do list culture.
- Learn delegation, practice delegation.
- Learn new skills, then Delegate.
- Stop doing, Start managing.



**THANK YOU.**

**GOD BLESS YOU.**