

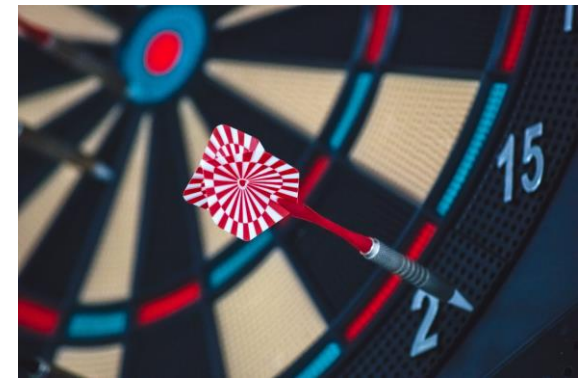


Delegate

Delegate!

By the end of the Power Hour you will be able to:

- Describe the benefits of delegating for you, your organisation and your team members
- Identify tasks that you **could** delegate
- Use a structured approach to delegating to minimise the risks associated with it



If you are 'doing' you aren't 'managing'

- Being promoted means you have **STOP** doing some of the things that you used to do, and **START** doing other things.
- If you don't let go of some of your old tasks, you will end up overworked



Identify what's stopping you

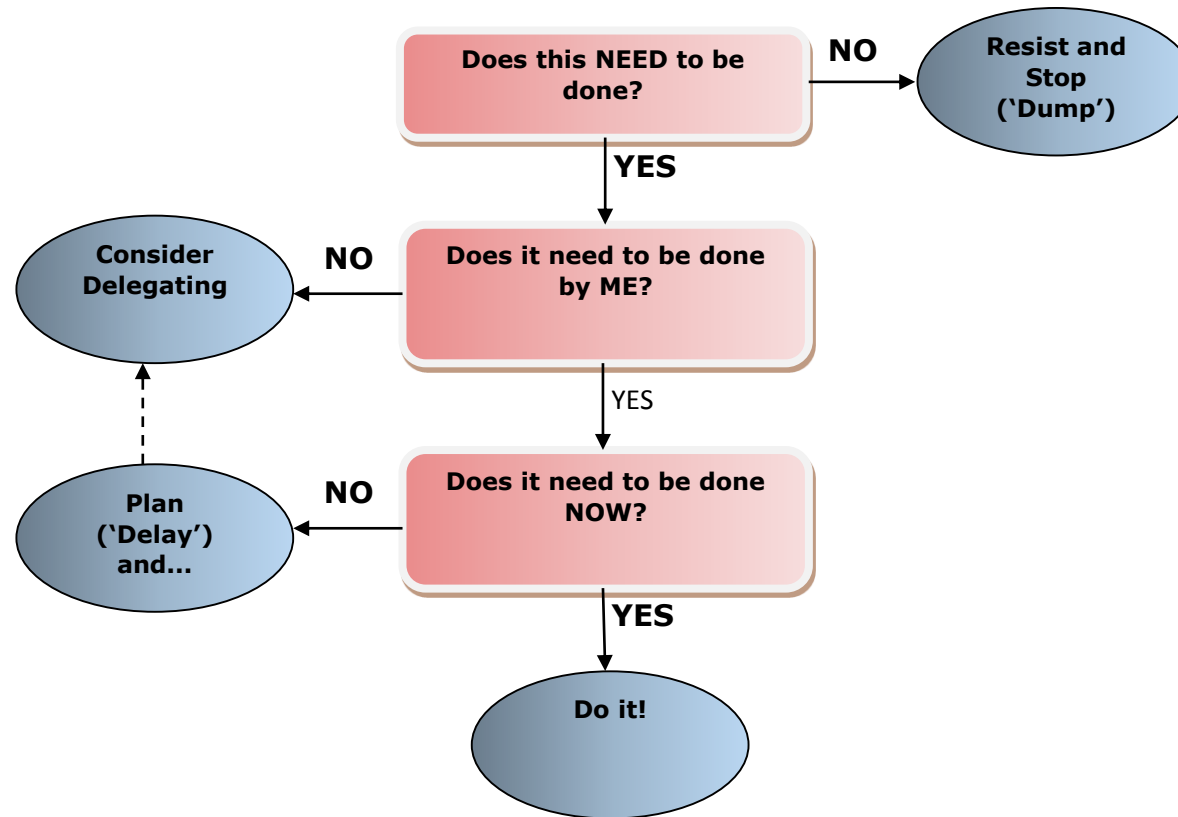
Most barriers to delegation are within you...



Take control of your time

Choose how you will spend your time.

Be ruthless with it!



Delegation can be beneficial to everyone

Aim to delegate tasks that:

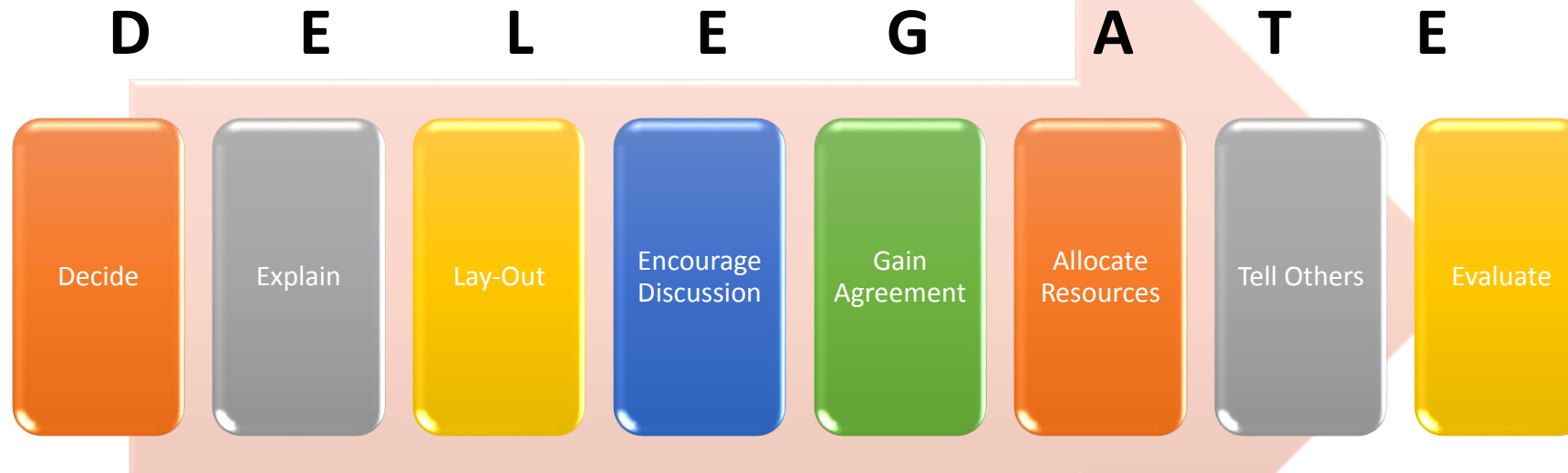
- are routine
- are not critical
- are within the technical ability of others
- have clear parameters and guidelines
- provide development opportunities for others
- are not time critical



Remember!

- You can delegate **PART** of a task
- If someone doesn't have **ALL** the necessary skills but is willing, you can use this as an opportunity to develop them
- Think Long-Term!

HOW to Delegate



Make it Work at Work

What are you
going to **DO** as a
result of this
Power Hour
Session?





Thank You
&
Good Luck