# Delegating Tasks Effectively
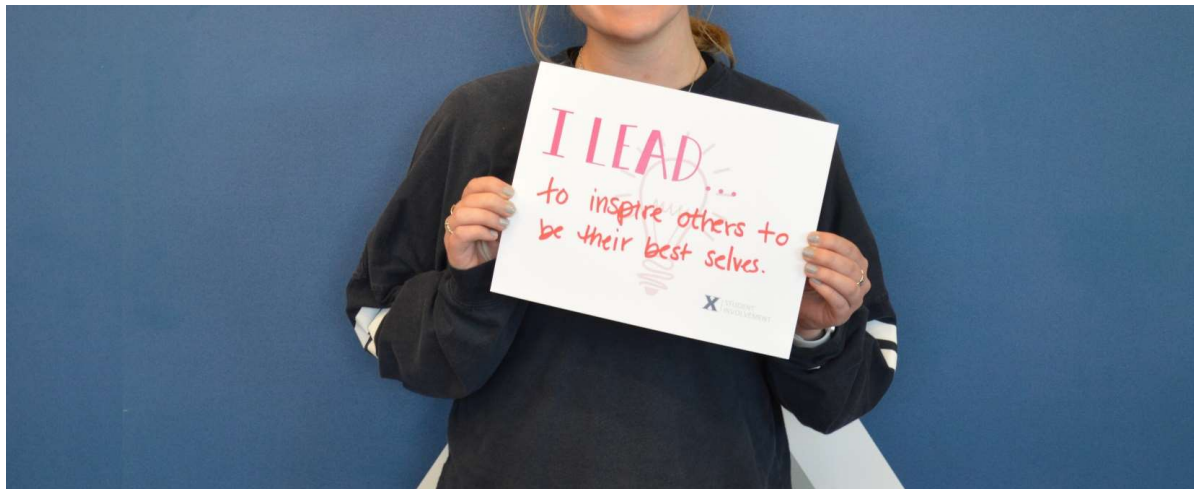
Erika Jay, Ed. D. (she/her)

Assistant Director for Commuter and Off Campus Students

jaye@xavier.edu

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# What does it mean to delegate?

- Delegation: the assignment of any **responsibility** OR **authority** to another person to carry out specific activities

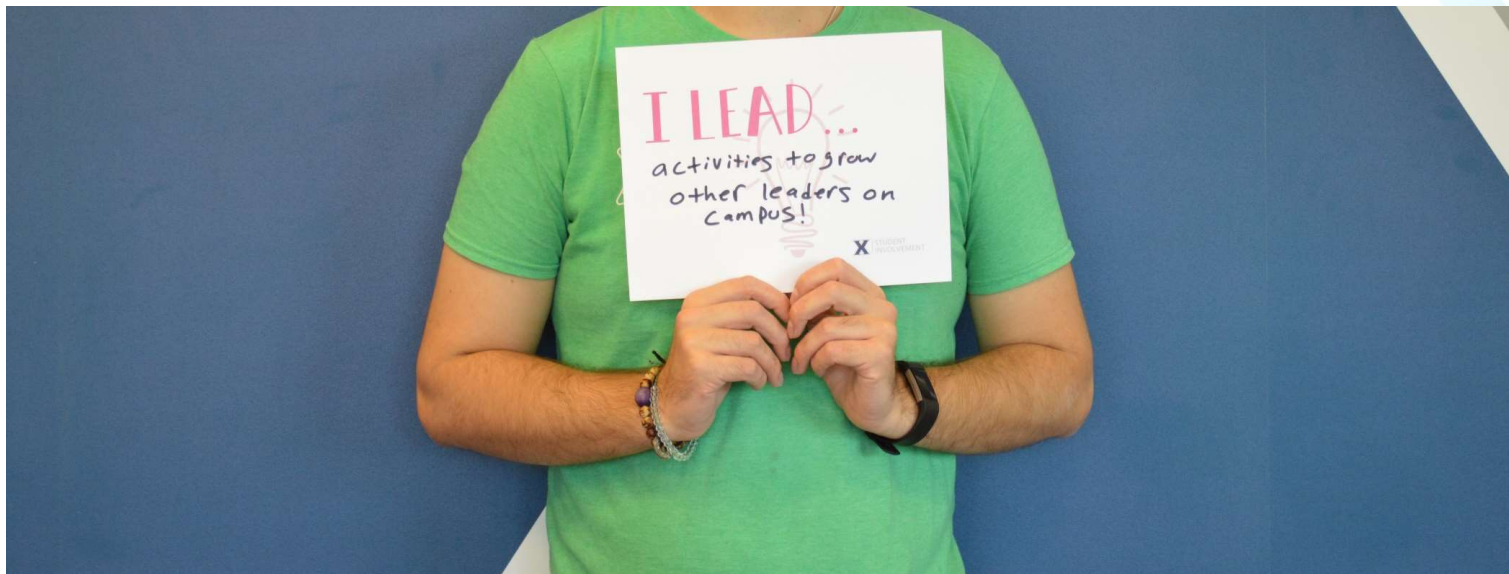- THINK ABOUT DELEGATION AS BRINGING THE VERY BEST OUT OF PEOPLE AROUND YOU



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# Why is it important to delegate?

- Delegating is important because you can't- and shouldn't-do everything yourself

- Delegating can lighten your workload



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# What else can delegating do for you?

- The people who work with you will be able to develop new skills and gain knowledge
  - Preparing them for responsibility in the future
- Delegation can be considered a sign of respect



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# What else can delegating do for you?

- Delegation can be a chance to make your workload more manageable,…but also provide a valuable teaching opportunity

- Delegation is not a sign of weakness, rather a sign of a strong leader!

AND, reduce your work stress

Relax ☺

# What are the leaders' responsibilities?

- Have a vision and set goals for your group
- Build teams to enhance the club
- Leaders create leaders
  - Identify strengths within your club
  - Understand the needs and styles of your fellow club members

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# Scenarios that go through leaders' minds...

- Leaders may think delegating is just passing off work to someone else
- Leaders may think they can do the job better
- Leaders may be nervous about letting go
- Leaders may be worried delegating will take longer than doing the work

# How to delegate tasks effectively

- Choose the right person for the job
- Explain the purpose of why you are delegating
- Provide the right instructions
- Provide resources and training
- Delegate responsibility and authority
- Check work and provide feedback
- Say thank you

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# Benefits of learning to delegate well

- Increase trust and commitment
- Improve productivity
- Making sure the right people are performing the tasks that best suit them
- Build a successful and strong team

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# Thank you for attending!