

# Leadership Tips 101

April 2014

## Delegate, Don't Dump



As leaders we know we should share leadership in order to develop future leaders. *Delegating* is not always easy. We think we can do it all ourselves. *Delegating* helps you ease the load of leadership, and helps your co-worker build her leadership skills. Here are a few hints to *delegating*.

Don't Give a Big Job to Someone at the Last Minute



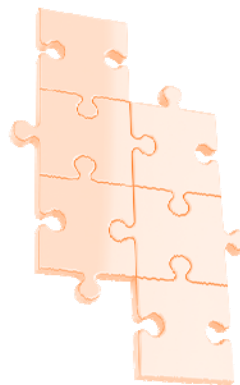
Maybe you have done that before because you have procrastinated or run out of time to do the job yourself. When you *delegate* a job, try to make sure you allow enough time for the "delegatee" to get the job done the way you want it done.

If you are Delegating a Job Because it is Slow, Tiresome or Unpleasant, Make Sure and Consider the Feelings of the Delegatee."



Explain how the task is important to the over-all program/event. Think of ways you can make the job easier for her, or maybe you can share the job with the person.

Give the Job to the Right Person



When you pick a person for a certain job, take into consideration the person's skills. If you were a coach, you certainly would not ask the quarterback to play linebacker.

Make Sure the "Delegatee" Gets the Recognition She is Due



This is the most important aspect of *delegating* a responsibility to a person. Every one deserves a 'thank you' for helping. A grateful word, a loving hug, a word of affirmation for a task well done – this will help them grow in their position. It helps meet several needs common to most leaders: acceptance, affirmation and accountability.