Tactics for effective delegation

by TalentLMS

Use this cheat sheet to ensure you’re thinking about and implementing the key strategies for effective delegation as you plan out assignments.

1. Know your team:
   - Consider your teams’ strengths, weaknesses, and areas of interest
   - Identify individual workloads and availability

2. Set clear expectations:
   - Communicate the goals, objectives, and desired outcomes upfront
   - Provide necessary context and guidelines to ensure understanding
   - Define deadlines and milestones for tracking progress

3. Work on time management:
   - Prioritize tasks based on importance and urgency
   - Make sure employees have the skills to set priorities and build efficient processes

4. Develop people and project management skills:
   - Build trust with your team members through open communication and transparency
   - Empower your team by providing autonomy and decision-making authority
   - Coordinate individual efforts using project management best practices

5. Provide support and resources:
   - Offer assistance, guidance, and resources employees will need
   - Address any obstacles or challenges that may impede progress
   - Be accessible and responsive to questions or concerns

6. Celebrate successes and learn from failures:
   - Recognize and appreciate team contributions
   - Use failures to identify areas for improvement and set future goals

7. Delegate tasks to remote workers:
   - Establish clear communication channels
   - Establish regular check-ins and feedback loops
   - Leverage technology for task management
   - Make training accessible to all
   - Encourage collaboration