



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