Five Steps to Effective Delegation

Working with your colony

1. Identify the Key Task
   The first critical step is to recognize and track all the main tasks that the members of your group must accomplish. Develop a task list for your group. Define the task and establish your goals for a project. Have a vision to carry through a project.

2. Delegate Each Task Appropriately
   Review the list in order to identify the tasks that you should do and those that can be delegated to the members of your group. Choose members whose skills and personality styles match the assignment. Empower the members so as to provide them an opportunity to grow and be challenged.

3. Explain Each Task to Your New Members
   Define and clarify the nature of task that is delegated to your members. To ensure a collaborative approach, do properly communicate to all the members of your group as to what tasks and to whom it has been delegated. Be sure to give specific directions and to make your expectations clear, for both quality and time frame. Explain to the members clearly as to why the task is important and how it contributes to the organization as a whole.

4. Develop a Plan for Each Task Assigned
   A sound plan is essential for the projects to succeed. Good planning is a critical part of the delegation process. The plan should define how the task will be accomplished; list the subtasks, and their completion dates. Make sure your members have all the necessary resources to complete the assigned task. Encourage your members to take a lead in developing a plan.

5. Monitor the Progress
   Review the progress of each task on a regular basis. Set checkpoints for both short-range and long-range projects. Give members the freedom to perform and avoid close supervision. Measure success by quantifiable criteria. Give praise and constructive criticism where it is due. Look at a failed act of delegation as a learning opportunity. Help your members to learn to grow through both their successes and their failures.