Delegation of tasks

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Knowing how to delegate tasks is useful if it is done right. If an employee feels that they are working too hard, then delegating tasks might be a useful option for them. Delegating work allows the workload to be more manageable, staff can work together to complete tasks and objectives, and it will also develop skills if challenging tasks are given. There are several considerations which have to be taken before a task can be delegated, such as the deadline of the project, and consideration about the task occurring again in the future. Employees also have to take into account considerations such as familiarity with the task, the amount of direction needed (e.g. will it take longer to explain something new to someone, and will it be faster to complete the task themselves?). However, even though it might take up a lot of time delegating a task and micromanaging the task, it might be a long term investment if it will help delegate tasks in the future. So, by meaningfully involving other people in the process of completing a task, their own skills and abilities can be developed, and the next time a task is required to be completed, it will be easier to delegate.

Delegation can become a problem for some people who are not good at giving control to others, and may find it a risky business move to give control to other people if it affects business. People also might avoid delegating tasks because it might take a lot of time and energy and they might consider this is a waste, but what individuals will have to consider is that whether or not it will be a good use of their time.

In order to ensure that delegation is done appropriately, the individuals should clearly state what the desired outcome should be and state the 'boundaries' of the task (i.e. who is responsible for what tasks). Setting appropriate tasks depending on the person's current position (skills level, job position, level of authority) should also be done also with adequate support (i.e. communication, building motivation, recognition of the task). Ensuring that everyone is happy with the tasks and adjusting to any changes or the workload which might occur (e.g. deadlines) will also make delegation of tasks much easier.