

Delegation

delegate noun /'delɪgət/ Someone chosen or elected to represent the views of another person or people and to act and make decisions on their behalf.

EFFECTIVE DELEGATION CREATES EFFECTIVE DELEGATES. IT EXPANDS THEIR VISION, CHANGES THEIR PERSPECTIVE, AND ENABLES THEM TO ACT INDEPENDENTLY.

GENERAL HANDBOOK 4.2.5

Delegating is more than giving an assignment. It also includes **teaching** and **trusting** another person to fulfill the assignment. It usually includes the following elements:

- Meet with the person to invite him or her to serve the Lord in an assignment. Help the person understand the assignment and its purposes.
- Counsel together about the assignment, who else could be involved, and when it should be finished. Ensure that the person understands and willingly accepts the assignment. Express confidence in his or her abilities.
- Encourage the person to seek inspiration about how to fulfill the assignment. Show your trust and help the person succeed. Provide direction and support as needed.
- Periodically ask the person to report on the assignment. Accept the person's best efforts, and express appreciation for what he or she has done.

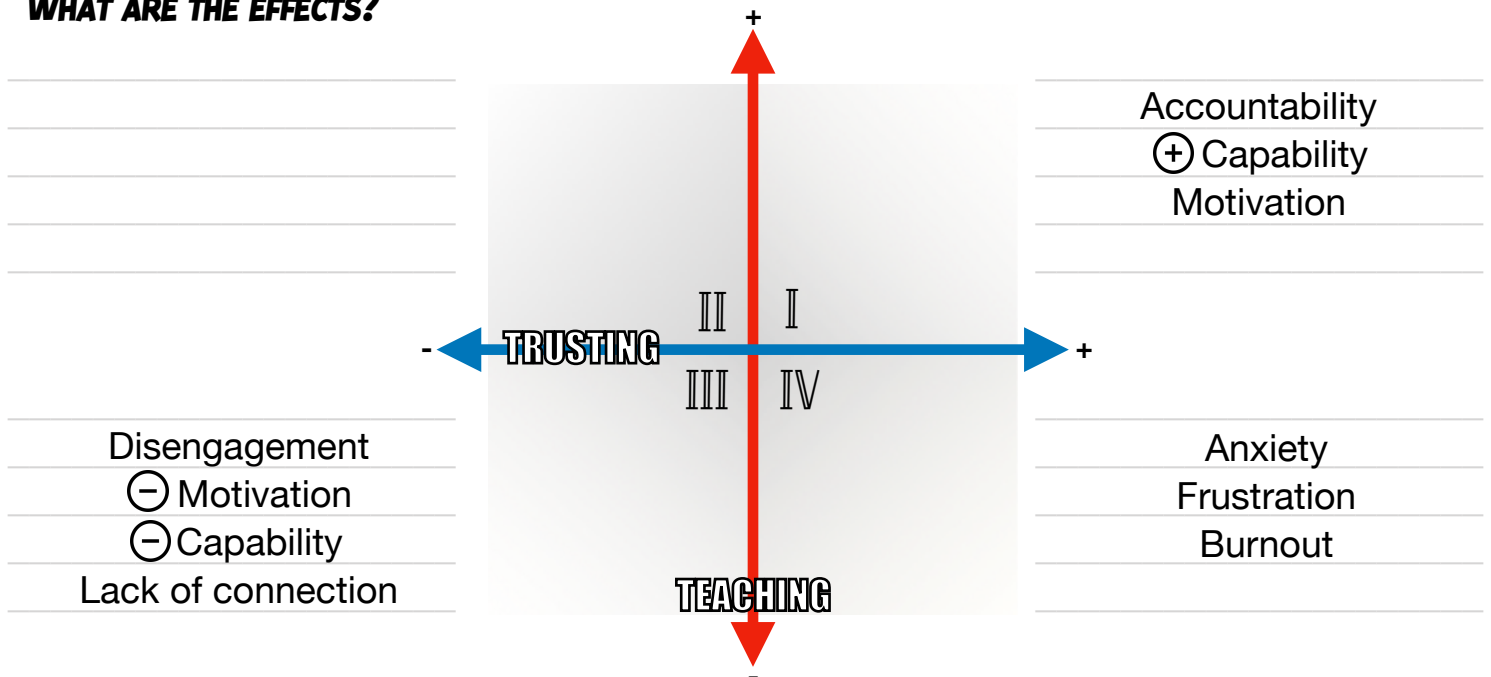
TEACHING = ?



TRUSTING = ?



WHAT ARE THE EFFECTS?



TEACHING

WHO

Who needs to be included or involved?
Who will help them accomplish this assignment?

- “We’d love you to involve Carlos and Hector in this assignment.”
- “I am going to meet with you each week to help you.”

WHAT

What is the assignment or responsibility?
Keep it succinct. One sentence.

- “Will you teach Deacon’s quorum on February 12th?”
- “I need you to be in charge of organizing our cooking activity next month.”

WHEN

When does it need to be done by?
Are there intermediate deadlines?

- “We need to have this completely done by June 13th.”
- “Can we meet next Wednesday to see how you are doing?”

WHERE

Classroom, gym, house, bishop’s office, etc.

- “You’ll be teaching your lesson in the bishop’s office.”
- “Our meeting will be in the room by the library. Do you know where that is?”

WHY

What is the big picture? Clearly define the purpose, vision, or perspective.

- “We want the young men to understand how the Savior can help them in their lives today.”
- “We have to get this done before our camp next week.”

HOW

Clearly delineate **instructions** to be followed AND **inspiration** they will need to receive to be successful.

- “Will you fill in the business items on this presidency meeting agenda?”
- “Take some time to ponder what our quorum needs.”

TRUSTING



Counsel together about the assignment. Help them know their opinion is valued.



Express confidence in their abilities. Encourage them and show them your trust.



Provide help and counsel every step of the way. Show them you want them to succeed.



Periodically ask them to report on their assignment. Expect them to be accountable.



Accept their best efforts and show appreciation for what they have done.

- “What are your thoughts about this assignment?”
- “Help me know your perspective on this.”
- “I’d love to hear your ideas about this.”

- “I know that you’re going to do great!”
- “This is going to be difficult, but I know you can do it!”
- “I’m excited to see what you come up with.”

- “How are you doing with that assignment? Can I help in any way?”
- “Can I share one way to do this that I have seen to be effective?”
- “What can I do to support you?”

- “Let’s chat on Sunday about how your assignment is going.”
- “I’m excited to hear what you have come up with so far!”
- “Shoot me a text and let me know how things are coming along.”

- “I’m so proud of all the work you’ve done on this!”
- “Things didn’t turn out how we’d hoped, but I’m thankful for everything you did.”
- “That took a lot of your time! I really appreciate it.”