

February Club and Organization Training

Delegation

What is Delegation?

The process of entrusting a task or responsibility to another



First...Know Yourself

- ◉ Strengths
- ◉ Weaknesses

You will be asked this in almost every job interview

- ◉ Your duties
 - ◉ What do you do?
 - ◉ What is essential?

A version of this question – “Which job duties will require the most time?” – is a good one to ask in interviews

Why Delegate?

- ◉ Group runs more efficiently
- ◉ Allows you to focus on more essential tasks
- ◉ Prevents burn-out
- ◉ Members feel more valued
= More commitment

What to Delegate

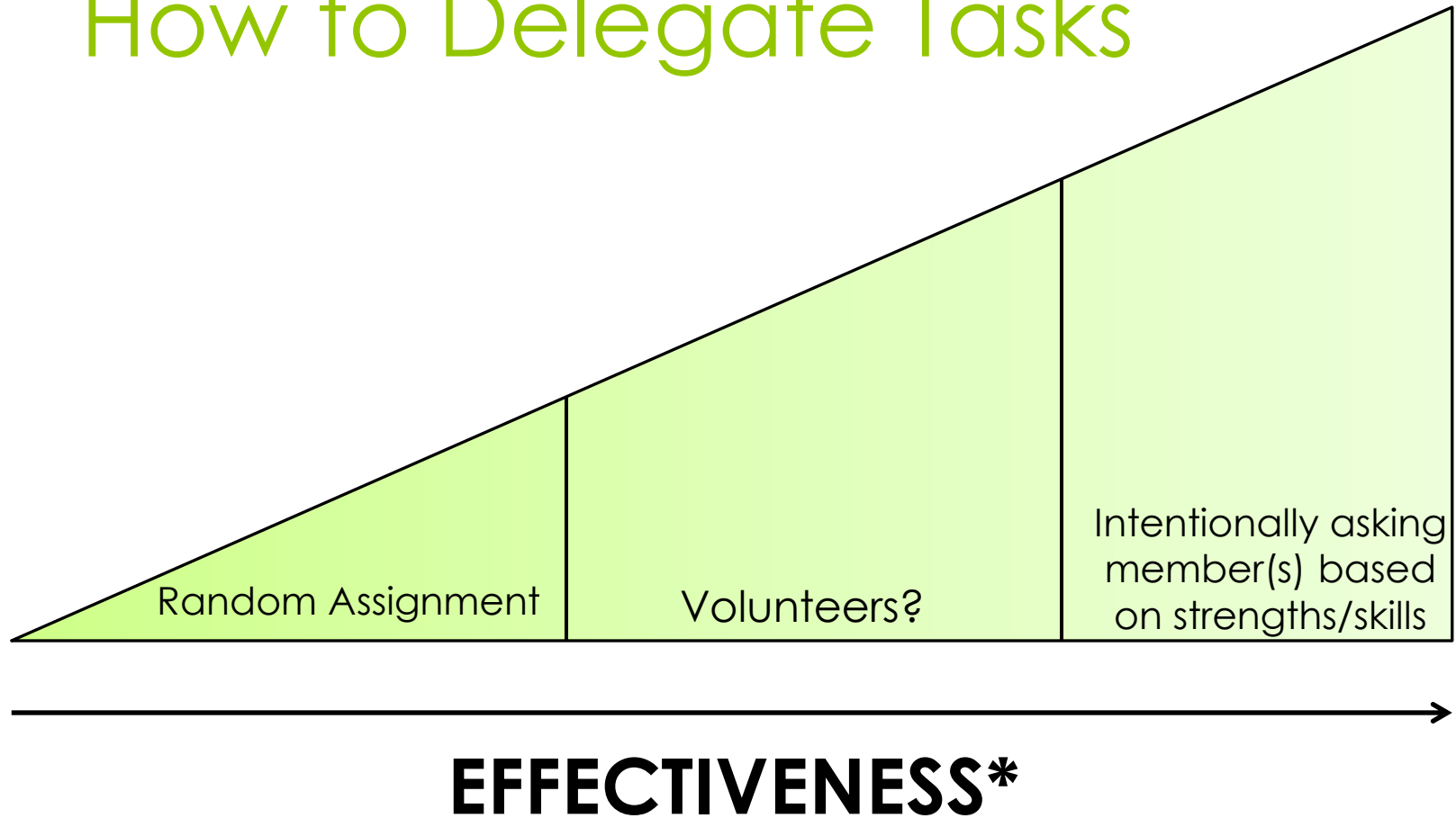
- Repetitive tasks
- Tasks that lend themselves to volunteers
- Tasks that utilize members' special skills



What NOT to Delegate

- Anything you wouldn't do yourself
- Essential duties to position
- “Hot topic” issues
- Tasks that would overwhelm another member

How to Delegate Tasks



Activity

- A Week in the Life of a President

Tips to Avoid Common Pitfalls

- Set clear expectations
- ...but don't Micromanage
- Work together to develop outcomes and timelines
- Follow-Up
- Let go!



Recognition

- Huge component
- Acknowledge the time and effort that was put into the task
- Don't take credit for someone else's work...good delegation is reflective of good leadership



Questions?

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