Delegation is:
- Thoughtfully thinking ahead of time how to share work.
- Accomplishing results through the effort of others.
- An art, rather than a science.
- An interpersonal skill that can be learned.
- One of the most valuable work skills people can learn.
- Not just assigning work, but assigning accountability.
- A long term investment that takes time and energy.
- A WIN-WIN Activity.

Effective Delegation:
- Multiplies productivity.
- Involves
  - sound planning,
  - clear communication,
  - belief in others.
- Means explaining the “what” and “why” of a particular problem or job and leaving the “how” to the other person.
- Means delegating problems, not answers; whole jobs, not just pieces.
- Matches the right person to the right job.

Fears About Delegating:
1. Job won’t be done right.
2. Job won’t be done at all.
3. Job won’t be done my way.
4. Loss of control.
5. Quicker/easier to do it myself.
6. I don’t want to do it – why would they.
7. What if they do it better?

Benefits of Delegating:
1. Generate creative solutions to problems.
2. Take advantage of expertise that I may not have.
3. Increase enthusiasm and commitment.
4. Prevent burnout.
5. Extend and enrich programs.
6. Be a role model.
7. Train new leadership.
Identify Your Volunteers

Who has the expertise to help you?

Who is willing to help you?

What do you do with everyone else?

**Willing & Able:** These are the volunteers we all love! They want to help and they possess the skills to get it done!

**Able but Unwilling:** These are those highly organized, talented people who refuse to be a part of the group or volunteer their time.

**Willing but Unable:** These people are always there and want to help however they can, but they do not always have the capacity to carry out the task.

**Unwilling & Unable:** These people not only can’t do it, they don’t want to.

With any of the above types- delegation can work. It is a matter of finding the right job, the right buy-in and the right time!