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RADIATE CHRIST

2025 HR Leadership Training Series

Delegation

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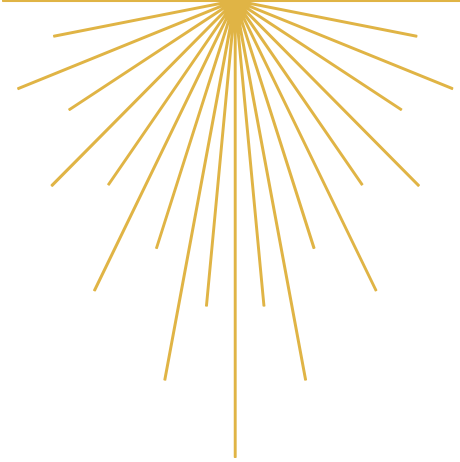
Delegation is the process of distributing and trusting work to another person

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Question

- If you were to rate yourself (1 -10), how well do you delegate today?

- How well would your staff say that you delegate?

Why Delegate?
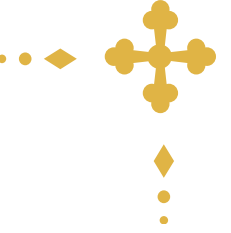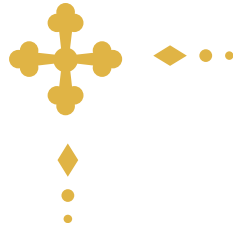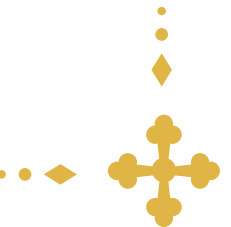
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Why do we not want to delegate?

- We think it would take longer to explain the task than completing it ourselves.
- We want to feel indispensable to our team.
- We enjoy completing certain projects and prefer not to reassign them.
- We lack confidence or trust in who we'd transfer the project to.
- We believe that we are the only ones who can do the job right.

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Why Should I Delegate?

- Improves your employees' skills and strengthens your team
- Increases efficiency
- Boosts team morale
- Creates and shows trust
- Frees up your time to focus on higher level work

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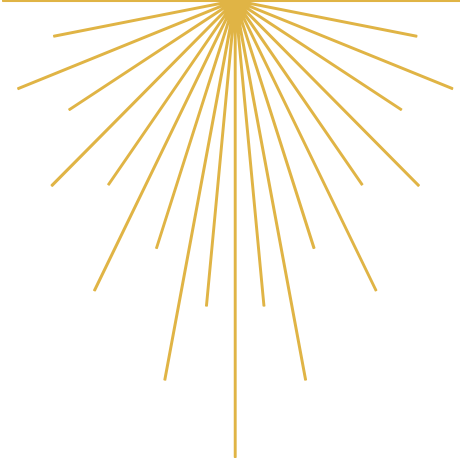CINCINNATI
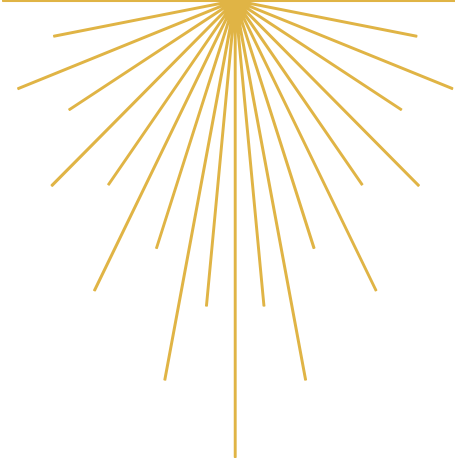
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Who to
Delegate to?

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Who should you delegate to?

- Know your employees
   What are their strengths?
   What are their goals?
- Delegate based on:
  - Skill (current or future)
  - Availability
  - Job title

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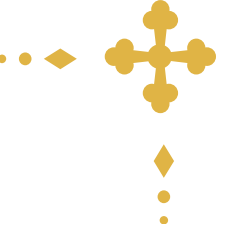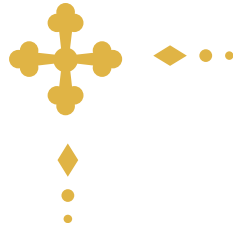CINCINNATI

What to Delegate?

Types of Delegation

- Task-focused
- Development- focused

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Start small

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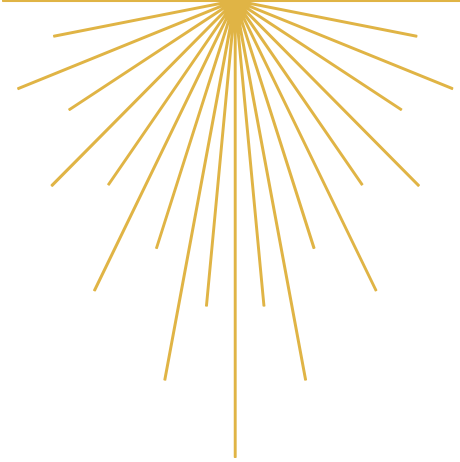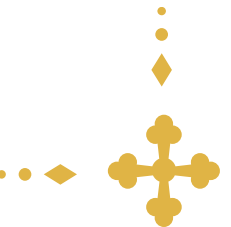
What should not be delegated?

- Difficult conversations
- Employee coaching, concerns, or issues
- Strategic work
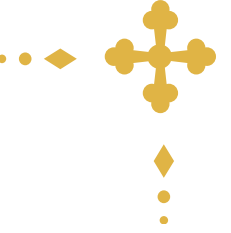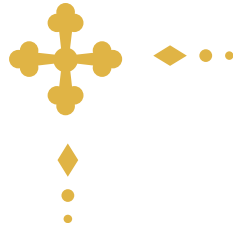- Financial approvals
- Role specific tasks

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When to Delegate?

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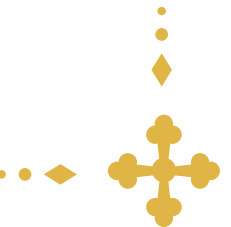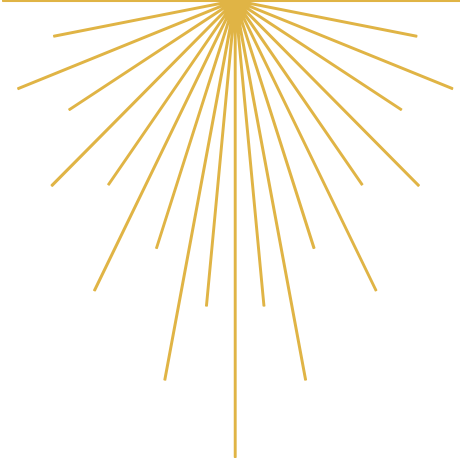
When should you delegate?

- You've identified a clear task, instruction and parameters
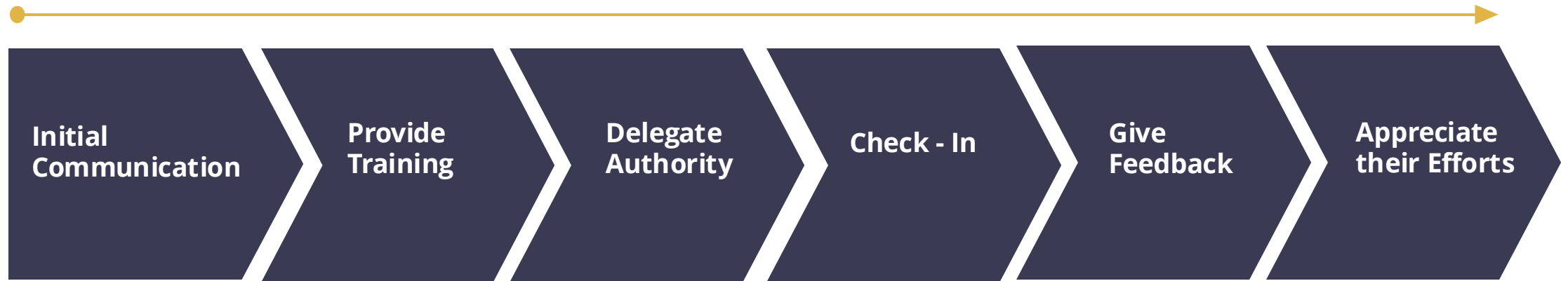- You have ample time to explain and train
- Consider appropriate timing

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How to Delegate?

How to delegate

| Initial Communication | Provide Training | Delegate Authority | Check - In | Give Feedback | Appreciate their Efforts |

Initial communication

- Provide clear reasoning for delegation
- Provide clear instructions including:
    - Format
    - Method
    - Resources to be used
    - Other people to include
- Set realistic deadlines and check in points (if applicable)
- Provide all necessary context (if applicable)
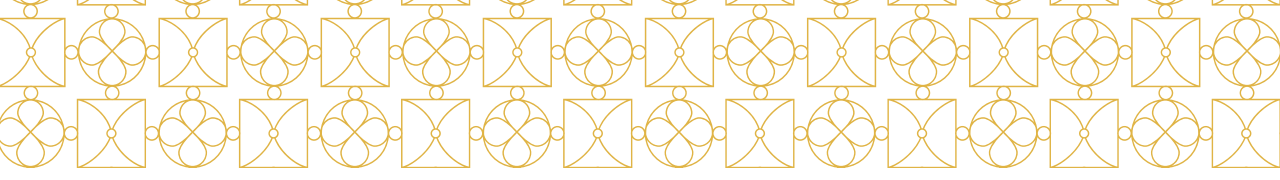
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Provide Training

- Provide example
- Start the project together
- Suggest a website to use
- Provide mentor
- Offer to review drafts

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Delegate Authority

- Allow employee to complete the project
- Be available for questions and feedback
- Don't expect your employee to mimic you
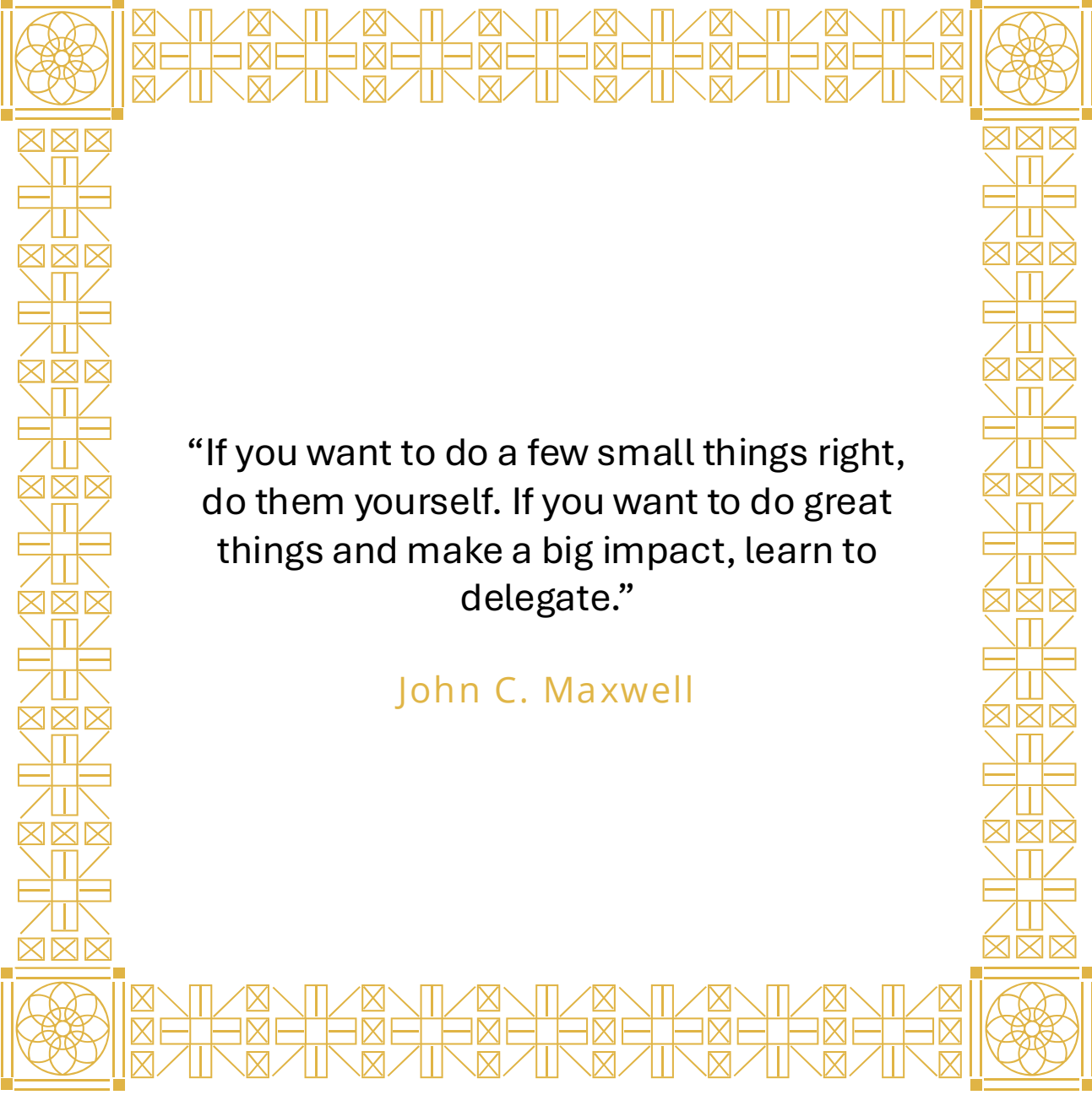

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Check in & Give Feedback

- Ask how the task is going and what resources they need
- Allow for failure and correction
- Provide constructive feedback and clear instructions

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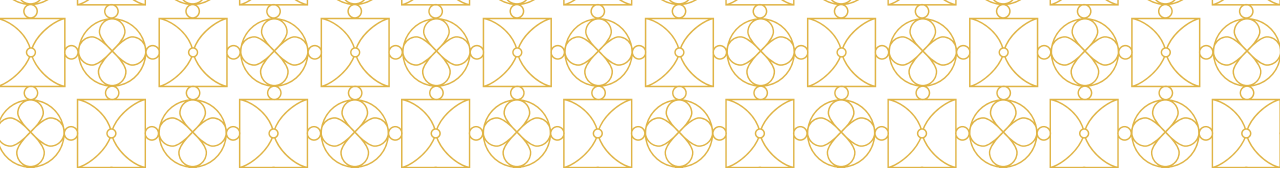
Appreciate the Efforts

- Provide genuine thank you
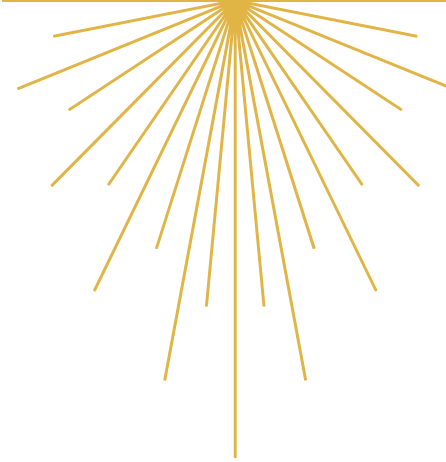- Provide recognition as appropriate

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"If you want to do a few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate."

John C. Maxwell

Questions?