

Delegating Authority

This segment is designed to have you understand and be comfortable with delegating authority to your staff members and empowering them to do their jobs with a maximum of initiative and minimum of interference.

Delegating Authority

Overview

- “Delegation of authority” defined
- Relationship between authority and responsibility
- When and who to delegate to
- Homogeneous assignment

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You cannot do everything yourself, and must allow your staff to assist you - to delegate authority.

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Delegating authority defined:

To extend an umbrella of authority over your staff to complete required tasks, while empowering them with the freedom to get the job done.

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Without delegation, you:

- create a bottleneck
- lose the effectiveness of your staff
- fail to have someone ready to stand in for you in an emergency
- etc.

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Authority vs. responsibility

- Authority means the power to carry out responsibility
- Responsibility implies accountability for what happens to a particular task, thing, or person

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Authority vs. responsibility

- You cannot have authority without responsibility
- You can have responsibility without authority
 - But you won't get anything *done* without authority

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Command responsibility

You can delegate authority, but not your responsibilities as a commander.

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When to delegate

- When the time required to perform the task exceeds your time available
- When the required level of expertise exceeds your level of knowledge

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When not to delegate

You cannot:

- delegate decisions which affect the overall efficiency and morale of the unit
- delegate actions which by regulation or law you must carry out yourself
- Can you think of more?

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What to delegate

- Authority to develop important initiatives and projects
- Oversight over certain staff functions
- Can you think of more?

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Homogeneous assignment:

Putting the right person in the right job

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Things to keep in mind

- Delegation is a matter of perspective
- Delegation is a fluid process
- Remember to hire the right person for the right job
- Be clear when assigning more than one person
- Take advantage of individual initiative

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Summary

- “Delegation of authority” defined
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Questions & Answers