

4-H Presidency Training

DELEGATION

INTRODUCTION:

Delegation is a key element in becoming an effective leader. Below is a lesson or training idea that can be used for both Presidencies and other youth groups.

INSTRUCTIONS:

1) Read, “Trying To Do The Job Alone” out loud. (You may need to practice this to not laugh during the reading, since it is pretty outrageous). Ask the group to close their eyes as the story is being read, it will help them understand the story better.



2) Ask: “How could this story have had a happier ending?” Discuss the answers.

3) Hand out the sheet, Why Leaders Don't Delegate. (Located at the end of this document). Review and discuss each point and apply it to the group.

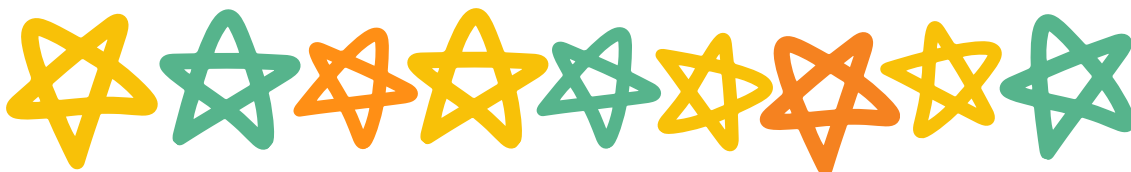
4) Hand out the sheet, Why Leaders Should Delegate. Review and discuss each point and apply it to the group, enlist their input and feedback.

5) Reflect. You may use the following reflection questions:

- Why don't leaders delegate?
- Why should leaders delegate?
- What do you find hard about delegating?
- What can you do to be a better delegator?

6) Closing Thought

To build a strong team you must see someone else's strength as a compliment to your weakness, not a threat to your position or authority.



Beyond
Ready

TRYING TO DO THE JOB ALONE

To whom it may concern:

I am writing in response to your request for additional information. In Block 3 of your accident report form, I put “Trying to do the job alone” as the cause of the accident. You said in your letter that I should explain more fully, and I trust that the following details will be sufficient.

I am a bricklayer by trade. On the day of the accident, I was working alone on the roof of a new four-story building. When I had completed the work for the day, I discovered that I had about 300 pounds of bricks left over on top of the building. Rather than carry the bricks down by hand, I decided to lower them in a crate by using a pulley that was attached to the side of the building at the fourth floor. Securing the rope at the ground level, I went up to the roof, swung the crate out over the side and loaded the bricks into it. I then went back to the ground level and untied the rope, holding it tightly to ensure a slow descent of the 300 pounds of bricks. You will see in Block two of the accident report form that I weigh 150 pounds.

Due to my surprise at being jerked off the ground so suddenly, I lost my presence of mind and forgot to let go of the rope. Needless to say, I proceeded at a rather rapid rate of speed up the side of the building. In the vicinity of the second floor, I met the crate of bricks coming down. This explains the fractured skull and broken collar bone, slowed only slightly, I continued my rapid ascent, not stopping until the fingers of my right hand were two knuckles deep into the pulley. Fortunately, by this time I had regained my presence of mind and I was able to hold tightly to the rope in spite of my pain.

At approximately the same time, however, the crate of bricks hit the ground and the bottom of the crate broke free. Without the weight of the bricks, the crate now weighed approximately 50 pounds. As you might imagine, I began a rather rapid decent down the side of the building. In the vicinity of the second floor, I again met the crate coming up. This accounts for the two fractured ankles and the lacerations of my legs and lower body. The encounter with the crate slowed me enough to lessen my injuries when I fell on the pile of bricks. Fortunately, only three vertebrae were cracked and my hip was severely bruised.

I am sorry to report, however, that as I lay on the bricks in pain, unable to stand and watching the crate four stories above me, I again lost my presence of mind and I let go of the rope. The empty crate weighs more than the rope, so it came back down and broke both of my legs. I hope that I have furnished the information you requested as to how the accident occurred, because I was TRYING TO DO THE JOB ALONE.

Sincerely,

The bricklayer

WHY LEADERS DON'T DELEGATE

- **Fear:** The leader may fear:
 - Loss of something that the leader enjoys doing
 - Loss of position
 - Loss of satisfaction
 - Loss of control
 - **Lack of Time:** The leader may feel there is not enough time to train someone else. The leader may feel that he can do the job faster and/or better than anyone else.
 - **Wrong Ideas About Delegation**
 - The leader may not trust the delegates.
 - The leader may feel that others are already overworked or too busy.
 - **Trust:** The leader fears that the delegates are not willing to accept delegated authority and responsibility.
 - **Lack of Skill:** The leader was never trained in delegating techniques or has just failed to be comfortable utilizing them.
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WHY LEADERS SHOULD DELEGATE

- **To Get Results**
 - By delegating, one can more effectively get the job done.
 - It spreads the responsibilities so no one person has too much to do.
 - **To Give Someone Else Growth Opportunities**
 - A person grows as one is given responsibilities and successfully accomplishes them.
 - If the leader keeps all responsibilities, only the leader grows.
 - By giving responsibilities to others the leader is allowing them to experience growth.
 - It is important for others to have growth opportunities to prepare them to lead when the leader is no longer there.
 - **To Free Up the Leader for Other Tasks**
 - Delegating to others will free up the leader's schedule and mind to pursue different and possibly more important things.
 - **To Share Decision-Making Authority**
 - Delegating allows the leader to share authority with others.
 - It creates ownership in the group and an environment of teamwork.
 - **Because the Leader Lacks Time**
 - The leader may delegate because of being over extended.
 - **Because the Leader Lacks Skill**
 - The leader may not possess the skills to get the job done.
 - The leader can delegate to someone more skilled in a particular task.
 - It is not important for an effective leader to be able to do everything, but it is important that a leader recruits people with the skills to do the job.
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