

Exploring Leadership

TEAMWORK: DELEGATION

When a leader has many large tasks to complete, often he/she will put others in charge of these jobs. An effective leader knows when and how to delegate important projects to others. Delegation can be one of the hardest things a leader has to do.

CONVERSATION STARTERS:

- Who here likes to complete work by themselves? Why?
- What challenges are faced sharing the work vs doing it alone?

Leaders must find a balance trusting their team to complete the task with integrity, while being available to check in on their progress, or to provide help when needed. Delegation maximizes the skills of the team, while the leader supports, encourages, and promotes coordination and team unity.

EXPLORATION ACTIVITY:

Divide into teams of 4-5 people. No one may speak until the start of the game. Participants will draw a piece of paper with one of the following roles: **Leader** - can do anything, **Folder** - can only fold paper, **Creator** - can only use writing instruments to draw/write, **Launcher** - can only help the product reach its final destination. A five-member team will have to duplicate one of the roles/skills. The goal is for the team to create as many paper airplanes as possible, then launch them into a target 5-10 feet away.

FACILITATION TIPS:

- After the first round, let participants choose a new role.
- Reflect after two rounds. Possibly try for a 3rd round if there is time.
- Leaders do not have to use teammates.

KEY OBJECTIVES:

- Recognize the importance of delegation.
- Understand and apply the 5 steps for effective delegation.

WHAT YOU'LL NEED:

- Copy paper
- Container from which to draw roles
- Markers or colored pencils
- Large garbage can
- Launch line (tape of mark on ground indicating launch place)

- Planes must use a complete 8x11 sheet of paper.
- Planes must have a team logo and color on both wings.
- Planes must fly from a designated distance and land in a target area (large garbage can). Missed planes can be collected for reuse.
- Time each round for 5 minutes to complete the task.
- Scoring: 1 point for every plane created, 5 points for every plane in the target area.
- Calculate points at the end of 5 minutes.



REFLECTION QUESTIONS:

- What happened in the first round? What approach did your team take?
- How was the second round different from the first?
- Collect/Post for all to see the elements of a successful team.

APPLICATION DISCUSSION:

What are some examples where Delegation would be beneficial?

Questions leaders must ask:

- Is this a task that someone else can do, or is it critical that you do it yourself?
- Does the task provide an opportunity to grow and develop another person's skills?
- Is this a task that will reoccur in a similar form in the future?
- Do you have enough time to delegate the job effectively?
- Is this a task that I should delegate?



CONCLUSION:

When delegating a task to someone, you may notice that they take longer than you do. This is because you are an expert in the field and the person you have delegated to is still learning. Be patient: if you have chosen the right person to delegate to, and you are delegating correctly, you will find that he or she quickly becomes competent and reliable.

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REFERENCES

- 4 Steps to Using Delegation Skills to Get Results
- <https://www.amanet.org/articles/delegation-skills-get-results/#:~:text=Delegation%20is%20a%20powerful%20managerial,the%20results%20of%20their%20team.>