

TEACH OTHERS

Delegate to Help People Learn and Grow

Delegating work is easier said than done in the middle of an organizing campaign. However, getting this right can benefit the lead, organizers and the campaign. Here are some things to consider when delegating work to others.



✓ BE STRATEGIC I

What tasks and responsibilities are you hoarding and could be done by others?

✓ BE STRATEGIC II

What experiences would help others grow into strong organizers? Evaluate people's strengths and weaknesses individually.

✓ BE CLEAR

Make sure the other person understands: What am I being asked to do and why does it matter? What are the deadlines and timeline for check-ins? What are other expectations of my role?

✓ SET PEOPLE UP TO SUCCEED

How much support does this person need to succeed? Does he have the skills but needs to develop the confidence? Or, does she need to learn new skills? The amount of direction and oversight will depend on the person.

✓ MANAGE YOUR TIME

Just because you delegate tasks or responsibility, don't delegate your leadership role. Build in formal time to manage projects that you delegate and support the people doing the work.

Time Management

Delegating doesn't necessarily save you time. It just changes how you spend your time.

Be strategic about what you spend your time on vs. what others should be doing.

✓ **ENGAGE ORGANIZERS IN THEIR OWN DEVELOPMENT**

If people understand what they do well and what they need to be given a greater role, a new assignment can be the result of a deliberate shared plan for staff development.

✓ **DEBRIEF!**

The completion of a task or project is a perfect time to check in with the organizer to evaluate the work and what has been learned. Don't forget to think through what you did well or could improve the next time you delegate to someone.

Are You a Micromanager?

"Micromanaging" means you are not giving people enough space to learn and succeed on their own.

Deadlines, check-ins, reviews and reporting are good managing and coaching tools.

Figuring out which tools are appropriate for the task *and* the person is the key to delegating well.