The Art of Delegation
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Introduction
Delegation is an art, and this form of art could be the key to unlocking the greatest growth in your organization and the people supporting it. We can learn a lot about delegation from those who have come before us, including the Father-in-Law of Moses.

I. Delegation Principles

A. Great leaders cannot do everything that needs to be done.
   1. A leader who does not delegate is a leader who becomes the lid for their organization.
   2. No leader wants an organization small enough to be managed alone.

B. Great leaders are great at something, but not great at everything.
   1. Eventually leaders do what only they can do.
   2. What has God called and gifted you to do—specifically?

C. Great leaders select qualified leaders to assist.
   1. Delegation is a leadership development system, not the results of a system.
   2. Every leader must actively replace themself.
   3. People grow through experience.
   4. Acknowledge mistakes will be made.

D. Great leaders give away specific responsibility and authority.
   1. Delegated responsibility always needs clarity.
   2. Delegated responsibility should come with authority.
II. Levels of Delegation

A. Level 1 – **Investigation**
B. Level 2 – Informed **Progress**
C. Level 3 – Informed **Results**
D. Level 4 – **Ownership**

III. Steps to Effective Delegation

A. Decide on the **right** person
B. **Specify** the desired results
C. Develop a **timeline**
D. Define the individual's or team's authority
E. Remain **available**

IV. Delegation Dilemma

<table>
<thead>
<tr>
<th>PERCIIEVED REALITY</th>
<th>ACTUAL REALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>It takes too much time</td>
<td>Your time is too valuable</td>
</tr>
<tr>
<td>I can handle the workload</td>
<td>Workload is not the factor</td>
</tr>
<tr>
<td>My team members lack the</td>
<td>People gain experience through</td>
</tr>
<tr>
<td>experience</td>
<td>experience</td>
</tr>
<tr>
<td>What will I do if I delegate too</td>
<td>Do what only you can do</td>
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<td>much</td>
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**Conclusion**
Remember, the goal of successful delegation is neither to micromanage everything nor to completely abdicate your role, but to create personal margin, develop other leaders, and increase overall capacity and output.