



DELEGATION: 10 STEPS TO EFFECTIVE DELEGATION

Session Length: 45 Minutes

Through this session you will:

Explain - What the 10 steps to Effective Delegation are

Demonstrate - The concepts of Effective Delegation

Guide - The participants on the use of Delegation

Enable - The participants to use these techniques in their Troop, Lodge or Section

Learning Outcomes:

- Understand the necessity of delegation.
- Learn how to successfully identify the appropriate individuals to delegate the right task.
- Understand the importance of outlining expectations, fully explain the delegated task and providing the appropriate level of support and communication.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- By learning the ten steps to Delegating and applying them, you should be able to help shape your Destiny.

This session will help the Lodge/Chapter/Section with the Journey to Excellence Requirement(s):

Quite possibly all the requirements because delegation is a tool you can use to complete the Journey to Excellence as a team.

Required Materials:

Flipchart

Markers

Chalk

PowerPoint presentation file

TRAINER PREPARATION

Session Narratives



Spend the necessary amount of time to read and study the session narrative, prepare examples and personal experiences, and become comfortable with the material at hand.

The narrative is prepared as if it could be read to the class; however that is not the intention. Study and own the material so that you can present the session as if it were your own, tailored to your specific needs.

Intended audience

The intended audience includes youth leaders and adult advisors, eager to learn the keys to developing and supporting a leadership team through the act of delegation.

Session Narrative

Introduction

5 minutes

Step 1- Identify The Task

4 minutes

- Clarify what tasks should be delegated
- Make an effort to delegate the task early to avoid unnecessary pressure, this allows for better planning.
- You can't expect someone else to successfully complete a task if you can't give them a clear target to hit.

Step 2- Choose The Right Person For The Job

4 minutes

- Consider who is the best person for the job
- Who has the right skill set
- Do they have time to do the task

Step 3- Confirm The Level Of Commitment

4 minutes

- Highly motivated people will usually be excited that they have been selected for a task
- Make sure they are committed and on board with the project

Step 4- Clearly Define The Task

4 minutes

- Begin with the end in mind and clearly articulate desired result
- Offer general suggestions on how they might proceed along with appropriate training,
- but be clear that they are in charge of how they get to the desired result

Step 5- Delegate Responsibility And Authority

4 minutes

- Name the level of responsibility, authority, and accountability you are giving them.



- What are the reasons that they should come to you for feedback or approval

Step 6 Establish Timeframes And Completion Dates

4 minutes

- Clearly agree on a task completion date and when certain phases of the task should be completed.
- Be sure what completion should look like.

Step 7- Provide Support,Guidance and Instruction

4 minutes

- Provide the resources that they may need to complete the task
- That could be people they need to coordinate with, crucial information or be willing to be a resource yourself

Step 8- Monitor Progress And Give Feedback

4 minutes

- Follow through on timeframes
- Establish a process of receiving periodic updates
- Be sure to avoid micromanaging

Step 9- Give Credit

4 minutes

- Whatever you do, don't take credit
- When the task is completed give credit where credit is due
- Give public praise and recognition for a job well done

Step 10- Feedback On Results

4 minutes

- It is essential to let the person know how they are doing, and whether they have
- achieved their aims
- Learn from experience
- Review and resolve

Step10a

- Success may lead to advancement
- Empowers you to Decide your Destiny

Delegation requires us to identify the right tasks to turn over to the right people while



them the resources and authority to complete the task. Effective delegation saves time, increase capacity, and develops and motivated people.

Takeaway Challenge

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs [something appropriate for your session]. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- Scouting's Journey to Excellence 2018 OA Lodge Performance Recognition Program, available online at https://oa-bsa.org/uploads/resources/forms/2018_JTE_points.pdf