

# How to Effectively Delegate Tasks and Responsibilities

Presented by:

**Greg Brannan**

## New Jersey Employee Advisory Service



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Civil Service Commission

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“Learning how to delegate effectively is the key to leveraging yourself and multiplying your value to your company”

Brian Tracy International



# The Benefits of Delegating Effectively

- Allows you and the team to do a greater volume of work (research says the average employee works at 50% productivity – delegating taps into their additional capacity and increases overall output)
- When a manager delegates the work that others are capable of doing, it leaves more time for them to focus on the most important leadership responsibilities (time with people, teambuilding, strategy, etc.)



# What are the Obstacles?

- According to one study, less than 15% of managers delegate well
- When managers feel that they need to stay in control (because of perfectionism, the need to do things their way, etc.), it's difficult to delegate
- If they don't trust their employees (due to lack of relationship, doubting their capabilities, etc.), they won't delegate often or effectively



# Choose the Right Things & Right People

- Choose the right tasks and projects to delegate – delegate work that your employees have the capability to perform, work that you're not particularly skilled at yourself, work that you're not interested in, etc.
- Delegate to individuals who have the capabilities necessary to successfully complete the work (not necessarily to those who aren't busy)
- Whenever possible, delegate 100% of the task/project and the accompanying responsibilities (this creates a motivating experience)



# Delegate for Employee Growth & Development

- Think about employee growth when you decide to delegate – what tasks and projects will help each individual employee to increase their knowledge, skill, motivation, etc.
- Use significant tasks and projects to challenge your experienced staff, provide new opportunities, position them for future growth, etc.
- Use smaller tasks for newer employees for training and to build their confidence



# The Delegation Process

- Give clear assignments and expectations
- Delegate responsibility and authority, along with the task/project
- Set definite timelines and deadlines
- Consistently follow up to insure completion, quality, etc.
- Give the employee plenty of credit, recognition, etc.



# Use Delegation as a Coaching Strategy

- Delegate collaboratively – get your employee’s input into “how” the delegated work should be done
- Brainstorm together which tasks/projects your employees are interested in having assigned/delegated to them





# About EAS...

The Employee Advisory Service is a State sponsored program designed to help employees and their dependents with personal, family or work related issues that may adversely impact their work performance. EAS helps to restore the health and productivity of employees and the workplace as a whole. Problems are addressed in the quickest, least restrictive and most convenient manner while maximizing confidentiality and quality.

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