

# **Delegation Outcomes**

## **Student Leader Learning Outcomes (SLLO) Project**

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### **Definition Of Delegation:**

**Delegation:** assignment of authority and responsibility to another person (normally from a manager to a subordinate) to carry out specific activities. However the person who delegated the work remains accountable for the outcome of the delegate work. It allows a subordinate to make decisions, i.e. it is a shift of decision-making authority from one organizational level to a lower one. Delegation, if properly done, is not abdication. The opposite of effective delegation is micromanagement, where a manager provides too much input, direction, and review of delegated work. (Wikipedia, August 8, 2008, <http://en.wikipedia.org/wiki/Delegation>)

Contexts to consider: organizational structure, constitutionally assigned tasks

### **Key Components of Delegation:**

- Specific
- Measurable
- Agreed
- Realistic
- Timebound
- Ethical
- Recorded

### **Outcomes:**

Students will:

- articulate the reasons to delegate to others
- be able to successfully delegate projects and tasks to others

### **Other Useful Rubrics Related to This Topic:**

Project Management, Risk Management, Teams and Groups

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### Resources:

- Online Articles:
  - Delegation  
<https://www.businessballs.com/team-management/delegation/>
  - Successful Delegation  
[http://www.mindtools.com/pages/article/newLDR\\_98.htm](http://www.mindtools.com/pages/article/newLDR_98.htm)
  - Delegation as a Leadership Style  
<http://humanresources.about.com/cs/manageperformance/a/delegation.htm>
  - The art of delegation: a how-to guide  
<https://www.theguardian.com/careers/careers-blog/delegation-how-to-guide>
  
- Books:
  - Lussier, R. N. & Achua, C. F. (2003). *Leadership: Theory, application, skill development (2<sup>nd</sup> edition)*. Cincinnati, OH: South-Western College Pub.
  - Institute of Leadership & Management (Ed.). (2002). *Delegating Effectively* (4th ed.). Pergamon Flexible Learning.
  - Malone, C. C. (2015). *The art of delegation: Maximize your time, leverage others, and instantly increa*. Createspace Independent Publishing Platform.
  - Tracy, B. (2013). *Delegation and supervision (the Brian Tracy success library)*. Amacom.
  
- Tools:
  - Delegation Log (<http://www.businessballs.com/delegationSMARTtaskform.pdf>)
  - Goal Setting Template ([http://www.businessballs.com/goal\\_planning.htm](http://www.businessballs.com/goal_planning.htm))
  - Activity Management Form  
(<http://www.businessballs.com/activitymanagementtemplate.pdf>)