



## “Don’t Dump, Delegate”

### Function Of An Executive:

What a CEO’s responsibility is:

“Nothing to do except decide what others should do”

Follow up and inquire

Point out how it should be

Listen to excuses

Done- wondering if a person should be removed (2-3wks)

Someone else do it wrong

Carry load and weight of ministry

### How to Effectively Delegate:

- 1) Do I work long, after hours, take work home?
- 2) Do I work longer than my staff?
- 3) Do I spend time doing for other people that they could do for themselves?
- 4) In an emergency is there no subordinate or colleague who could relieve me?
- 5) Do I lack the time to plan my task and activities?
- 6) When I return from a trip is my desk piled high?
- 7) Do I often have to postpone task to deal with others?
- 8) Am I constantly in a hurry in order to meet deadlines?
- 9) Do I spend time with routine work tht could be done by someone else?
- 10) Do I dictate most of the correspondence that I have to?
- 11) Do I lack time for social or company functions?
- 12) Do I want to be informed of everything?
- 13) Do I have a hard time following my priority list?

**"I" Questions: Ineffective or - Plateauing other people around them?**

1) Do I have the ability to build a staff?

"Everyone has to find their own level" Reach more people!

2) Do I have the right people around me to share the load, people helping me- "the best people"- the right people? Volunteers can't do the job- wrong people ( my work) both levels are necessary.

Leaders order stress- under pressure- just relieve the pressure- get out from under the load- start "dumping"! Differ between delegating and dumping

Dr. Roger Pritz- - no account of strength or weakness

1) Dumping- spare of the moment- reduces potential; person, project, experience

2) Special skills abilities/Interest- we have thought through what we want. Put anybody to fill the job (frustrated worker)

3) Ignore the need for information- causes heavy turnover, creates more problems, boomerang

4) Frequently results in anxiety- dump out of stress without considering

***Most questions aren't being asked.***

*Does this person add value to the church - not just to add staff, or getting rid of load.*

1) Careful selection of the right person who's skills and abilities/ strengths fit

2) Authority to get the job done.

3) Discussing standards of performance on a schedule for evaluation feedback.

4) Delegating establishes what needs to get done, leaving the means up to the person you delegated to. Responsibility reminds them. Recognition- job well done

5) Delegating- encourages independent action.

Cartoon: High rise sky scraper, office only a chair- all I need. I delegate everything.

Quote from Mark Twain, "Never learn to do anything then you'll find someone else to do it for you!"

**2 Types of Levels of Delegators:**

1) Professional Style- He is the right resource. Assures most (frequently?)

2) Executive Style- his role to find the right person who is the resource

1) Professional- likes to prepare himself- let someone else review or refine it.

2) Executive- someone else to do 1<sup>st</sup> draft- review, refine it himself.

## **Which style are you?**

- 1) Temperament (personality) melancholy- pro, sanguine- executive
- 2) Staff- people you have around you will determine pro/executive
- 3) Communication with the staff- better verbal
- 4) Heaviness of your schedule- more= executive pro-80% finish
- 5) Importance of the issue- pro- some or same?; executive- what am I delegating?
- 6) Place in organization-m = pro

## **Hours Saved by Staff:**

Do the most important thing ( what is it?) Ask yourself, do I have to do this?

Higher you go up, important less.

- 1) Important to organization
- 2) Highest return to the organization

## **2 Reasons why we should delegate:**

- 1) Time that is gained, allows us to get more done- or build upon our strengths
- 2) Enable people around us to grow: If we delegate correctly there is nothing that a person grows in more than through delegation.

People grow by the challenges given to them. Equipping them with an opportunity to grow.

If delegation is done right it benefits me and the person I am delegating to.