

MTD Quick Tips

Ohhhh Delegation's What Ya Need!

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Ohhhh Delegation's What Ya Need!

"Delegation, delegation, ohhhh delegation, that's what you need!"

No, I am not going mad but I always remember being brought up watching the Record Breakers on a Friday afternoon after school when Roy Castle used to get his trumpet out and sing "Dedication's what you need!"

Now, every time I deliver a course on Delegation skills that song just pops into my head!!

Let's move on quickly with another management quick tip before the men in the white coats come for me!

Each month I run 2 management training open courses around the country.

What's an open course I hear you cry?

Well, whilst we specialise in delivering bespoke management training we are also run 1 day management training courses that are run on a set day and location and anyone can sign up to them from any company.

http://www.m-t-d.co.uk/opencourses.htm

They are just ideal if just one or two of you want to attend a course on management.

Well, the other week I was delivering an open management course in Birmingham and we were covering time management and delegation techniques when it struck me that a lot of the delegates from a wide variety of companies thought delegation was a matter of "You do it or I do it" without anything in-between.

Well, in reality nothing could be further from the truth.

Do you delegate work easily?

Do you find it a difficult task?

Find out whether or not you are good delegator by completing an exercise I have put together for you - you can download it at:
http://www.management-training-development.com/delegationdownloads.htm

In fact there are 7 ways to delegate work - do you know what they are?

Start using these 7 methods and you will get a lot more motivation, productivity and indeed work from your staff!

Let's go over them.

Delegation isn't just a matter of telling someone else what to do.

There is a wide range of varying freedom that you can confer on the other person.

The more experienced and reliable they are then the more freedom you can give.

The more critical the task then the more cautious you need to be about extending a lot of freedom, especially if your job or reputation depends on getting a good result. Take care to choose the most appropriate style for each situation.

1. "Wait to be told." or "Do exactly what I say." - No delegation at all.

2. "Look into this and tell me what you come up with. I'll decide." - This is asking for investigation and analysis but no recommendation.

3. "Give me your recommendation, and the other options with the pros and cons of each. I'll let you know whether you can go ahead." - Asks for analysis and recommendation, but you will check the thinking before deciding.

4. "Decide and let me know your decision, but wait for my go ahead." - The other person needs approval but is trusted to judge the relative options.

5. "Decide and let me know your decision, then go ahead unless I say not to." - Now the other person begins to control the action. The subtle increase in responsibility saves time.

6. "Decide and take action, but let me know what you did." - Saves more time. Allows a quicker reaction to wrong decisions, not present in final level.

7. "Decide and take action. You need not check back with me." - The most freedom that we can give to the other person. A high level of confidence is necessary, and needs good controls to ensure mistakes are flagged.

So, next time you need to delegate work, think about which one of the 7 methods above you could use.

Try something different for a change!

Add these techniques to your tool box of skills and bring them out whenever you need them!

To your success,

Sean

Sean McPheat
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About Sean McPheat



Sean McPheat

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Founder and MD of international management development firm MTD Training, Sean McPheat is widely regarded as a leading authority on modern day management and leadership.

Sean is a bestselling author, and has been recognised for his own business building skills through the **British Business Awards** and has been featured in the **Who's Who Of Britain's Business Elite**.

He has been a regular judge for the UK's Young Enterprise Programme but was not as horrible as Simon Cowell (well almost!)



Sean has been featured on **CNN International, the BBC, SKY, ITV, The Guardian, Forbes, Arena Magazine, Marketing Weekly, Business Zone, Winning Edge** and radio stations such as BBC WM and LBC (London's Big Conversation).

Sean has over **250 media credits** to his name and his weekly email tips go out to over **60,000 people** interested in management and development strategies.

Sean is also a **much sought after media figure and motivational speaker** on all topics related to management, HR, business improvement and entrepreneurialism.