

7 Successful Delegation Tips

1. **Select wisely.** Matching the job requirements to the right person's strengths and skills will help ensure success.
2. **Set expectations clearly.** Explain the project or task in detail along with the expected outcome. Define time tables for both the final deadline and progress reports, if required.
3. **Define authority boundaries.** Make sure your employee knows what level of authority they have including decision-making and approvals, cost limits and enlisting help from others.
4. **Inform others** what the task is and to whom it has been delegated, as well as how they should communicate about the project.
5. **Expect Mistakes.** Taking on new responsibilities and learning new skills comes with a learning curve. Use mistakes as teaching moments.
6. **Be available** for questions and coaching, but don't hover.
7. **Provide detailed honest feedback** once the task is complete. Praise and reward success, discuss ideas for improvement if needed, and publically congratulate them on their achievement.