

Mgt wk3 dq 1

[Business](#), [Management](#)



Task Delegation Delegation is important in any organization as it allows managers to give employees a chance to develop their skills and this helps in attaining their full value when given responsibilities (Warner 3). However, managers have difficulty in delegating as they fear being failed by those they delegate to or fear that the job will not be done up to the expected standards. To overcome the difficulties in delegating and achieve efficiency, one has to consider various factors so as to ascertain success. The manager needs to clearly state the desired outcome, constraints and boundaries and this lays down the authority and responsibility assigned to the staff given tasks. The manager should also ensure that he or she maintains control of the tasks delegated, and this can be done by discussing timelines and deadlines, make changes where needed and also take time to review the progress without necessarily interfering with the workload they have delegated.

My personal experience with delegation has been successful, and it happened when I was assigned tasks to answer stand in for the manager where I work and I was supposed to pick his calls and make sound decision on whatever I was asked by people who called in. I learnt how to communicate professionally and also make decisions that were needed to be made promptly.

Delegating is important as it allows time and resources to be utilized efficiently and also allows staff to be at their full potential. It is advantageous as it allows for tasks to be assigned to those with more skills and also helps in nurturing skills of the less experienced staff. It is disadvantageous as it can lead to delays when those assigned tasks do not meet the expectations

or fail to do what is required.

Work Cited

Warner, Jon. The delegation pocketbook. New York: Pocketbooks, 2008. Print.