

10 RULES FOR DELEGATION.

Alam natin na importante ang delegation kung gusto nating makapagtrain o makapaghanda ng mga leaders sa ating kumpanya. We also know that delegation helps us manage our time wisely. Ang malaking tanong, nagdedelegate ka ba? After knowing and reading about the importance and benefits of delegation, ginagawa ba natin ito? Here are additional tips on how to delegate successfully. Ibabahagi ko sa inyo ito hango sa aklat na “Smart Moves” nina Sam Deep at Lyle Susman. 10 rules for delegation:

1. Make sure the employee has the skill, talent and ability to perform the job. Do not delegate a job destined to result in failure or frustration. Kapag hindi nagmamatch ang kakayahan ng isang tao doon sa trabaho na iyong idedelegate both of you will end up frustrated.
2. Check with your boss. Unless you have been given complete discretion in this matter, be certain the boss agrees to your giving up a particular responsibility.
3. Delegate not only the menial unimportant jobs but also the significant ones. Kasi iisipan ng mga tao, “Naku kaya lang naman ipinapasa sa aking itong trabaho ito dahil ayaw niyang gawin.” But if you delegate important responsibilities you are communicating to the person, that you trust the person, you value his or her judgment at mayroon silang kakayahan para isagawa ang pinapagawa mo. Employees will see this as a vote of confidence.
4. Make sure subordinates clearly understand the task. Have your subordinate describe what they think you want them to accomplish.
5. Allow the subordinate latitude in how the job should be performed. Your way is not the only way. Sabihin mo nga iyan sa sarili mo - “My way is not the only way.” However, if there are rules or constraints which must be followed make sure you communicate them.
6. Provide all the resources necessary to perform the job. If you are going to delegate also provide the necessary help. Hindi puwedeng magbibigay tayo ng trabaho o responsibilidad pagkatapos bahala na ang tauhan natin. Maging resourceful ka, maging creative ka, ikaw ang bahala sa mga kakailanganin mo diyan sa trabahong iyan o project na iyan. Hindi puwede iyon because the exercise of delegation would be traumatic for the person if not frustrating.
7. Remain accessible. Always provide a safety net for the subordinate. Be available but do not engage in over-the-shoulder surveillance o micromanage mo iyong tao. Nagdedelegate ka nga pero maya’t-maya naman nandiyan ka sa likod at tinitingnan mo kung ano ang kanyang ginagawa. Remain accessible but do not micromanage.
8. If the job is performed well, praise the subordinate.
9. If the job is not performed well, tell your subordinate how to improve.

10. Delegate often because everyone wins in that situation. You are able to multiply yourself, you are able to manage your time well, and you are able to train future leaders for your company.

Be a blessing in the workplace today.