

## DELEGATIONS

Tambak-tambak na ba ang trabaho mo? Baka nakikita mo ang iyong sarili doon sa kinalagyan ni Moses many, many, many years ago when he was leading the people of God out of Egypt. We will see the first recorded example of failure to delegate in the 18<sup>th</sup> chapter of Exodus. Iyan ang istoryo ni Moses na medyo sumakit ang kanyang ulo dahil sa dami ng kanyang trabaho. When his father-in-law, Jethro, saw the problem of Moses ang rekomendasyon ng kanyang father-in-law, “Anak magdelegate ka.” What is delegation. Let us learn from Jethro’s recommendation. His recommendation was two-faced approach: Una, ang sabi niya kay Moses , educate the people concerning the laws and ordinances, training in other words. Pangalawa, select capable leaders and give them full authority over all small or routine matters so that selecting the right team and delegating your authority to them. As a result, mas naging malaya itong si Moses para magconcentrate para sa major dedcisions and long-range planning. That advice from Jethro is still sound today. Maraming mga managers ang hindi nakakapagmanage ng husto dahil masyadong tinututukan ang maliliit na bagay. While attention to detail is important and it has value to the organization, managers who would like to lead should learn how to delegate. Meron lang tayong caution at paalala. Giving subordinates jobs that neither you nor anyone else wants to do is not delegating. It is assigning and although it may be necessary at times, assigning does not nourish their ego, it does not encourage them to grow or enable them to assume the decision-making role that can help to free more of your time. So instead of just assigning tasks to your people, learn to delegate the challenging and rewarding tasks to them. Another word of caution – when you delegate make sure that you do not delegate with strings attached, this is self-defeating. For example, meron kang project para gumawa ng brochure, gusto mo itong ipagawa at idelegate sa iyong staff, do not add a lot of detailed advice like the format, type face and illustration, parang hindi ka na rin nagdelegate. Remember people do a better job and take more pride in their job if they can make choices themselves. The keyword in delegation is entrust. Learn to trust your subordinate, learn to trust your staff.

Here is a parable that will teach us more about delegation: Once upon a time, there was a little red hen who owned a wheat field. “Who will help me harvest the wheat?,” she asked. “Not I,” said the pig. “I don’t know how.” “Not I,” said the cow, “I do clumsy.” “Not I,” said the dog, “I’m busy with some other things.” So the little red hen did it herself. “Who will help me grind the wheat into flour?,” she asked. “Not I,” said the pig, “That is another vocation in which I am untrained.” “Definitely not I”, said the cow. “You could do it much more efficiently.” “Not I,” said the dog. “I’d love to but I’m involved in some matters of greater urgency, some other time perhaps,” and so the little red hen did it herself. “Who will help me make some bread,” asked the little red hen. “Not I,” said the pig, “Nobody ever taught me how.” “Not I,” said the cow, “You’re more experienced and could do half the time.” “Not I,” said the dog, “I’ve made some other plans for the afternoon but I will help you next time.” So, the little red hen did it herself. That evening when guests arrived for her big dinner party, the little red hen had nothing to serve them except bread. She had been so busy doing work that could have been done by others that she had forgotten to plan a main course, prepare a desert or even get the silverware. The evening was as disaster and she lived unhappily ever after. Ano ang matututunan natin from this parable? A good leader will find a way to involve others to the extent of their ability. To do the job yourself is the chicken way out.

Two things to remember about delegation: First, you have to educate the people concerning the things that they need to do and second, select capable leaders and give them full authority over small or routine matters so that as a leader, as a manger, you can concentrate on things that really matter.

Ang topic sa araw na ito “Delegation” ay hango sa aklat ni Edwin Bliss, Getting Things Done.

I hope that you will be a blessing in the workplace today.