

Structured Experience 12-7: Delightful Delegating



GOALS

The goals of this experience are to

- ◆ Teach participants effective delegating best practices.
- ◆ Demonstrate the power of good delegation for time management.
- ◆ Build relationships among participants.

MATERIALS

The materials needed for this structured experience are

- ◆ Writing instruments
- ◆ Blank paper for taking notes and writing
- ◆ Whiteboard or flipchart with markers



TIME

- ◆ 10 minutes for setup and brainstorming tasks to delegate
- ◆ 15 minutes for seeking best practices from others in the group
- ◆ 15 minutes for debriefing

INSTRUCTIONS

1. Ask participants to take out some paper and a pen or pencil. Explain that for the next 10 minutes they should think about and look at the tasks they need to accomplish to reach goals at work, finish projects, or complete other important work, then write down three to five tasks they can delegate to someone else.
2. When the time is up, tell the participants that they will have 15 minutes to talk with other learners in the workshop and discuss any best practices (strategies or techniques that work well) for delegating and any challenges people face to delegate effectively. They will have three timed rounds of five minutes each to seek out and talk with as many people in the group as possible to learn all the best practices and challenges they can (they should remain standing, to

move around the room and take their pen or pencil and paper with them). Start the first five-minute round. This may get noisy and a little hectic, but participants typically enjoy speaking with many different people and learning a variety of strategies from each other.

3. At the end of the first round, start round two (five minutes), and then move on to the final five-minute round.
4. When the time is up, begin the debriefing.

DEBRIEFING

Allow approximately 15 minutes for debriefing.

1. Ask participants to return to their seats when the last five-minute round is completed.
2. Lead a large-group discussion about the delegating best practices that they learned. Write these on flipchart paper or a whiteboard, for the group to see.
3. Ask the participants which of these strategies they will incorporate into their work.
4. Next, lead a large-group discussion on the challenges they learned. Write these on flipchart paper or a whiteboard for the group to see.
5. Ask what common characteristics the participants discovered among their own and the group's challenges. What will they now do to overcome them?
6. Ask for three or four volunteers to share a few tasks they will now delegate, and to explain how they will accomplish it. What will their first steps be?