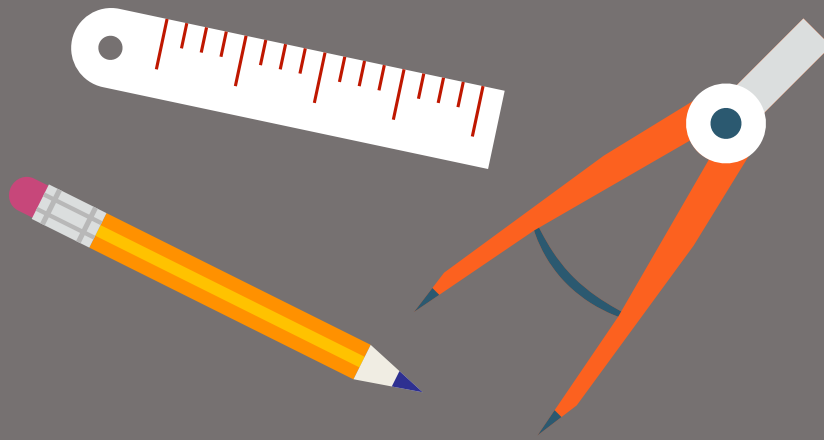


10 Effective Phrases To Say When Delegating



PRACTICAL TOOLS

10 Effective Phrases To Say When Delegating



How you delegate a task has a lot to do with the chances for success or failure of the delegation project.

Here are 10 good things to say to the person you're delegating a task to:

10 Great and Effective Phrases:

1. "I have full confidence in you."

The first thing people will need to tackle the new task is confidence. If they don't believe they can do it, they won't do a good job of it.

Do what you can to bolster their self-confidence.

2. "I've noticed you're capable of doing more – perhaps we've been underutilizing your talents."

Everyone likes to think of himself or herself as above-average. This bit of flattery, put in real business terms, is likely to make people feel good about being approached.

3. “If you run into any trouble, I’ll be right here to help.”

This comforting phrase is likely to overcome any initial hesitation about being thrown into the water, perhaps without adequate swimming lessons.

4. “You’re the ideal person to do this because ...”

If you can make a connection between the task you’re delegating and the person’s specific talents or character, it will ring true to the person.

Example: The person has specific experience in the area. Or he or she is a detail-oriented person and the task calls for that kind of mindset.

5. “What do you think you’ll need to be able to accomplish this?”

As far as timeline and resources are concerned, let the person say what they think they can do, rather than impose a deadline on them. If they want to go too slow, you may be able to nudge them along with extra help.

In any event, let deadlines be a negotiated process in which they have input.

6. “It’s time for you to take the first few steps on the ladder to becoming a manager or supervisor here.”

Especially if the person has expressed management ambitions, this an excellent way to relate the delegation of the task to his or

her goals in the organization. It helps them see this as the beginning of the next phase of their career.

7. “This is an important task because ...”

Put the task you’re delegating in an important context – try to make them see where it fits in the big picture of the organization’s overall goals.

8. “Down the line this can lead to ...”

If it’s a one-time project, people would like to know what’s next. And if it’s an ongoing task, people would still like to look into the future a bit and see what could follow.

A vision for the future is always a great motivator.

9. “We’ve always done it this way, but a fresh pair of eyes on it could help.”

Let them know you’re interested in their ideas on possible improvements. It’s not just a “do-this” kind of thing. It gives them the freedom to think outside the box.

10. “How do you feel about doing this – and are there any other questions?”

Always give them a chance to react and give their feedback before you assign the delegated task – and judge how enthusiastically they embrace it.

If they don’t really want to do it, they probably won’t do a very good job of it.