FIELD: <u>NURSING</u>

TASK :**How to improve your delegation skills as leader**.

Delegation is the act of redirecting tasks and initiatives to other team members. To improve your delegation skills:

1. **Identify the right tasks to delegate.**
   Not every task can be delegated, some work is strategic and would benefit from personal attention. Before you start delegating start by identifying the tasks that can be effectively delegated. Consider the tasks that take more time or tasks that require specialized personnel.
2. **Clarify priorities.**
   Understanding the priorities of a task makes it easier to delegate, that is something with high priority needs to be done faster. You can clarify priorities by connecting work to team and company goals.
3. **Provide necessary resources and support.**
   Ensure that your team members or the people you lead have access to the required resources for instance, tools , relevant information, proper training and support. Ensure also that you are always available for them whenever they need any assistance or guidance concerning what they are working on. This would enable them to do their work well.
4. **Lead by example.**
   Show effective delegation skills by delegating tasks or work to your team members and encouraging them to make decisions. Show your team members that you trust them and support their ability.
5. **Understand each team member's strengths and weaknesses.**
   Take some time during your meeting to ask them the skills they have and their interests and also give them time to learn and generate new skills. This knowledge will help you to delegate task or work to the right individual who can handle them.
6. **Always provide constructive feedback.**
   Always provide feedback on delegated work focusing on strengths and areas for improvement. Appreciate their efforts and provide guidance on how they can improve their skills.
7. **Trust your team.**
   Always trust your team's capabilities and let them do their work in their own way. This will allow them to demonstrate their skills. Give them the space they need to do their work. It will also show them that you trust them.
8. **Develop a culture of learning.**
   Encourage continuous learning within your team. Support your team members in acquiring new skills and knowledge that would enable them to take any task however challenging the task may be.
9. **Focus on the results.**
   Give the team space to the work in their own way , focus only on the end results. This gives them space to demonstrate their own skills and shows them that you trust them. Also couch them through the work.
10. **Seek feedback from your team.**
    Always seek feedback from your team members regarding the delegation process. This will enable you to know the challenges they are facing and you will also be able to get their

suggestions concerning a particular task or work. This will help to improve on the tasks you are working on.

11. **Practice letting go.**
It can be difficult for those managing a certain work for the first time since they feel responsible for getting their work done well. Therefore, you should start by handing off small types of work before building up to bigger projects.

Delegating work is the best way to build your personal management skills and support professional development across your team.