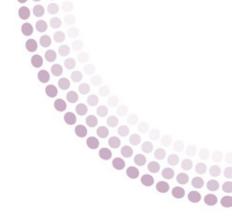
## How to successfully delegate

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on time



## In this text you will learn:

- > What are the benefits of delegating
- > What is delegated and what not
- > How to delegate
- > How to know to whom delegate and what
- > Recommendations for successful delegation

## Summary

Effective delegation is very demanding. This is perhaps one of the most difficult tasks that a manager should do, since it is necessary to solve a balance between too much and too little delegating, and the balance between too much or to low level of control. Delegating is not only accurate and clear assignment of tasks and monitoring progress but delegation can also be used as a development tool and to raise the motivation of team members. It is important to know what the benefits of delegation are and what are the reasons for non-delegating and how to delegate successfully. All of this you will find out in this article.

## Key words:

delegation, steps of delegation, responsibility, personal development, authority, successful delegation, tasking.



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