



## **Delegating Authority And Responsibility**

### **- Techniques For Team Members -**

- Trust your team members to do their jobs to the best of their ability.
- Delegate responsibility; be available to coach them.
- Delegate authority; let them know the types of decisions that they can make, the level of signing authority for money, etc.
- Provide understudy training; let them know you want them to grow.
- Appoint them as members of special committees, task forces, special projects.
- Use your people as "inside experts"; ask their opinions.
- Have direct reports fill in as vacation replacements for managers.
- Include team members in discussion to solve job-related problems.
- Schedule team members as instructors, trainers and meeting leaders.
- Involve team members in setting goals, business plans and schedules.
- Have team members accompany you or represent you at meetings, internally and externally.
- Use job rotation to increase knowledge, responsibility and authority
- Schedule team members for specific training.
- Conduct regular performance appraisals to give positive feedback and assist with personal growth.
- Encourage development plans/training during off hours.
- Redesign jobs to match up with the real abilities of each person.
- Design a job description for each team member that clarifies responsibilities in terms of realistic measures of quality performance.
- Assign tasks that really challenge (stretch) each team member.
- Reward the results of job performance.
- Ask for feedback on how you are doing as a team leader.