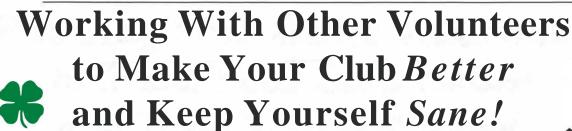
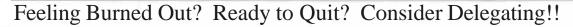


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- ☐ Thoughtfully thinking ahead of time how to share work.
- □ Accomplishing results through the effort of others.
- ☐ An art, rather than a science.
- ☐ An interpersonal skill that can be learned.
- ☐ One of the most valuable work skills people can learn.
- □ Not just assigning work, but assigning accountability.
- □ A long term investment that takes time and energy.
- □ A WIN-WIN Activity.

Effective Delegation:

- Multiplies productivity.
- **Involves**
 - sound planning,
 - clear communication,
 - belief in others.
- Means explaining the "what" and "why" of a particular problem or job and leaving the "how" to the other person.
- Means delegating problems, not answers; whole jobs, not just pieces.
- Matches the right person to the right job.

1. Job won't be done right.

Fears About Delegating:

- 2. Job won't be done at all.
- 3. Job won't be done my way.
- 4. Loss of control.
- 5. Quicker/easier to do it myself.
- 6. I don't want to do it why would they.
- 7. What if they do it better?

Benefits of Delegating:

- 1. Generate creative solutions to problems.
- 2. Take advantage of expertise that I may not have.
- 3. Increase enthusiasm and commitment.
- 4. Prevent burnout.
- 5. Extend and enrich programs.
- 6. Be a role model.
- 7. Train new leadership.

If you are an individual with a disability and needan auxiliary aid or service, please enter your required accommodations on Form 300.A-3 and notify your County Extension Office.

Identify Your Volunteers

Willing Unwilling

A Company of the company of the

Able

Who has the expertise to help you?

Who is willing to help you?

Unable

What do you do with everyone else?

Willing & Able: These are the volunteers we all love! They want to help and they possess the skills to get it done!

Able but Unwilling: These are those highly organized, talented people who refuse to be a part of the group or volunteer their time.

Willing but Unable: These people are always there and want to help however they can, but they do not always have the capacity to carryout the task.

Unwilling & Unable: These people not only can't do it, they don't want to.

With any of the above types- delegation can work. It is a matter of finding the right job, the right buy-in and the right time!