

6.2

Delegation Outcomes

Suggested Time:
30 min

Below are five key *Outcomes* for the area of delegation. When applied habitually, these practices tend to produce healthy, multiplying groups. The two coaching questions with each outcome: provide a measurable, objective way to evaluate your progress in that area and help you develop practical strategies to move forward from wherever you are at. Use the questions either for personal reflection or for a coaching encounter with your coach or peer.

1. **I Must Decrease** (see 6.3 – *Opportunities to Delegate*)

Constantly looking for opportunities to delegate tasks and responsibilities so others can grow.

- Evaluate: What have you stopped doing this month to give someone else a chance to grow?
- Strategize: What are five things you are doing now that you don't have to do, that you could groom someone else for? Which one will you commit to give away this month?

2. **Starting Small** (6.4 – *Planning To Delegate*)

Start by assigning small tasks with expectation of growing into greater responsibility.

- Evaluate: Give an example of someone in your group who started by doing small tasks and now is carrying responsibility for a big chunk of the load.
- Strategize: Who in your group is most ready for a step up from small responsibilities to bigger ones? How could you help them get excited about making that leap?

3. **Clear Expectations** (6.5 – *The O.R.I.E.N.T. Checklist*)

Provide clear expectations and gain buy-in for assignments, instead of just dumping work on others.

- Evaluate: Think through a recent instance when you delegated a responsibility. How did you communicate your expectations? What did you do to gain buy-in?
- Strategize: Think of five ways you could be more effective at communicating expectations or gaining buy-in? Which of those options do you want to pursue?

4. **Planning for Success** (6.6 – *Tips for Delegation*)

Provides support, clear communication and feedback when delegating to help others succeed.

- Evaluate: Pick one person who is fulfilling an important responsibility in your group. What are you doing to help that person experience great success in his or her role?
- Strategize: Think of a time you had things delegated to you and had a good experience. What made it work? What can you learn from that about effective delegation?

5. **Releasing Others** (6.7 – *Delegation Obstacles Checklist*)

Delegates both authority and responsibility; lets others do it so they grow, even if I can do it better.

- Evaluate: How do you feel about what you've delegated? Are you able to let go freely, or do you find yourself worrying, taking it back or stepping in to save the person from mistakes?
 - Strategize: What's one thing that you've delegated that you could more fully release?

Purpose:

Introduces five key practices that will help you succeed in the area of Delegation.

Opportunities to Delegate

6.3

Suggested Time:
20 min

This exercise will help you identify things you can delegate, who you can give them to and how you could prepare group members to take them on. In the *left hand column* below, make a list of the tasks and responsibilities you have as a discipling leader (you may want to consult the *Discipling Leader Job Description* on page 10). While you can't delegate *everything* you do as a leader, you should be able to delegate much of your list at some point.

Now start entering the names of group members who might take on that responsibility in the *center column*. Instead of thinking of who might be willing to do it, think in terms of your vision for each person (see exercise 7.3) and what would best help each person grow and reach their leadership potential. Finally, use the right hand column to brainstorm about what you'd need to do to equip the person to take on this task (you can use exercise 6.5 to help flesh this out).

The Tasks	The People	The Preparation

Purpose:
To help you identify chances to delegate and use them to develop your leaders.