

# **Delegation Outcomes**

## **Student Leader Learning Outcomes (SLLO) Project**

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### **Definition Of Delegation:**

**Delegation:** assignment of authority and responsibility to another person (normally from a manager to a subordinate) to carry out specific activities. However the person who delegated the work remains accountable for the outcome of the delegate work. It allows a subordinate to make decisions, i.e. it is a shift of decision-making authority from one organizational level to a lower one. Delegation, if properly done, is not abdication. The opposite of effective delegation is micromanagement, where a manager provides too much input, direction, and review of delegated work. (Wikipedia, August 8, 2008, <http://en.wikipedia.org/wiki/Delegation>)

Contexts to consider: organizational structure, constitutionally assigned tasks

### **Key Components of Delegation:**

- Specific
- Measurable
- Agreed
- Realistic
- Timebound
- Ethical
- Recorded

### **Outcomes:**

Students will:

- articulate the reasons to delegate to others
- be able to successfully delegate projects and tasks to others

### **Other Useful Rubrics Related to This Topic:**

Project Management, Risk Management, Teams and Groups

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### **Resources:**

- Online Articles:
  - Delegation and Team Development Model (<http://www.businessballs.com/tannenbaum.htm>)
  - Successful Delegation ([http://www.mindtools.com/pages/article/newLDR\\_98.htm](http://www.mindtools.com/pages/article/newLDR_98.htm))
  - Delegation as a Leadership Style (<http://humanresources.about.com/cs/manageperformance/a/delegation.htm>)
  - The Art of Delegation (<http://www.see.ed.ac.uk/~gerard/Management/art5.html>)
  - Delegation Tips (<http://www.businessballs.com/delegation.htm>)
  
- Books:
  - Lussier, R. N. & Achua, C. F. (2003). *Leadership: Theory, application, skill development (2<sup>nd</sup> edition)*. Cincinnati, OH: South-Western College Pub.
  
- Tools:
  - Delegation Log (<http://www.businessballs.com/delegationsmarttaskform.pdf>)
  - Goal Setting Template ([http://www.businessballs.com/goal\\_planning.htm](http://www.businessballs.com/goal_planning.htm))
  - Activity Management Form (<http://www.businessballs.com/activitymanagementtemplate.pdf>)

### **AggiEfolio Competencies That This Rubric Addresses:**

To set up a free AggieFolio account, please visit <https://career180.tamu.edu/portfolio/>

#### Cluster 1: Problem Solving and Thinking Skillfully

- Solving Problems and Decision Making
- Creative Thinking
- Scheduling Projects

#### Cluster 2: Communicating Effectively

- Basic Communication Skills
- Oral Communication Skills
- Written Communication Skills
- Listening Skills
- Interpersonal Skills

#### Cluster 4: Working Responsibly

- Teamwork Skills
- Supporting Diversity

#### Cluster 5: Planning and Managing a Career

- Demonstrating Job-Keeping Skills

#### Cluster 6: Managing Resources

- Determining Resources Needed for a Project
- Quality Assurance