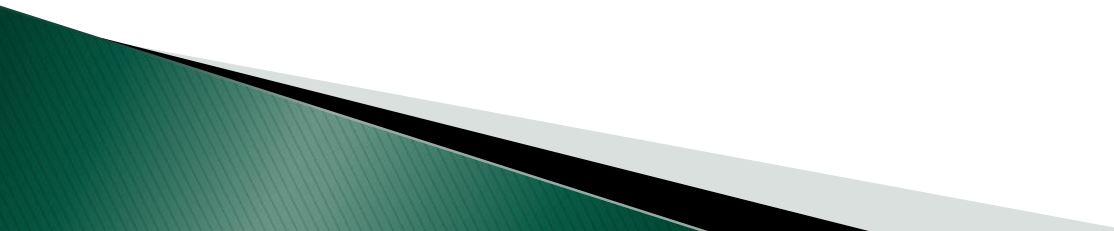


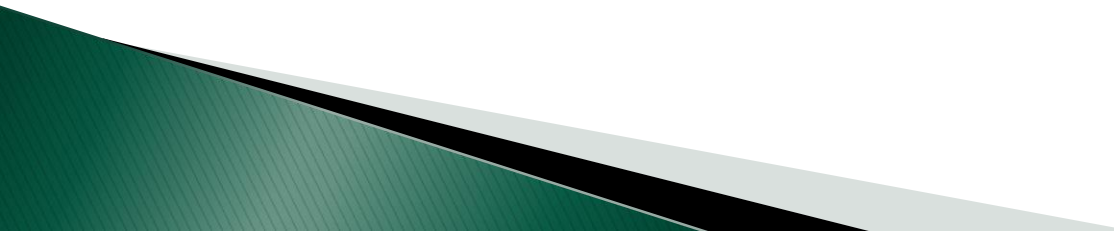
How to Lead and Delegate

Presented by Colleen Walsh
Dean, Student & Alumni Services
Lawrence Memorial/Regis College

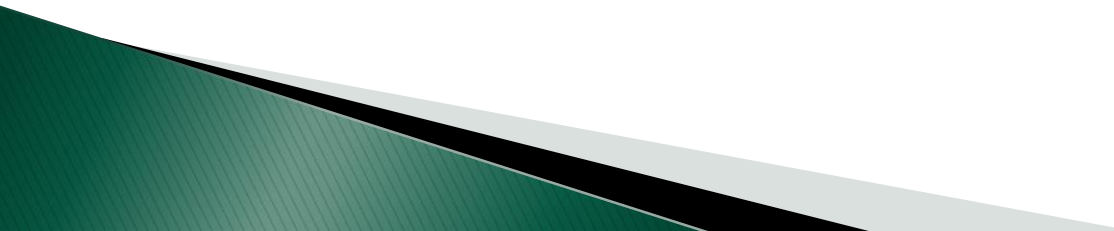
AGENDA

- ▶ Introduction
 - ▶ Excuses for not delegating
 - ▶ Reasons for poor delegation
 - ▶ Tips to delegating to:
 - Staff
 - Colleagues
 - Supervisor
 - ▶ Benefits of delegating
 - ▶ Conclusion
- 

INTRODUCTION

- ▶ Do you feel you are working harder than your team?
 - ▶ Do you have more on your plate than others?
 - ▶ Do you not have enough time to get your work done?
 - ▶ Do you have trouble letting go of tasks?
 - ▶ Is it just easier to do it yourself than give to someone else?
- 

EXCUSES FOR NOT DELEGATING

- ▶ “I don’t have time to show someone how to do my work.”
 - ▶ “It’s faster if I just do it!”
 - ▶ “I don’t have any regular tasks that I could delegate – everything is so specific and only I know how to do it.”
 - ▶ “I spend $\frac{3}{4}$ of my day on emails, I can never catch up to give someone my work.”
- 

REASONS FOR POOR DELEGATION

- ▶ Too few staff
 - ▶ Poor use of staff
 - ▶ Time required to show someone the tasks
 - ▶ Not being “their job”
 - ▶ Habit
- 

**SO MY WORK HAS THIS
COOL THING**

**IF YOU DO YOUR JOB WELL, YOU GET TO
TO DO OTHER PEOPLE'S JOBS TOO!**

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RELATIONSHIP NEEDED

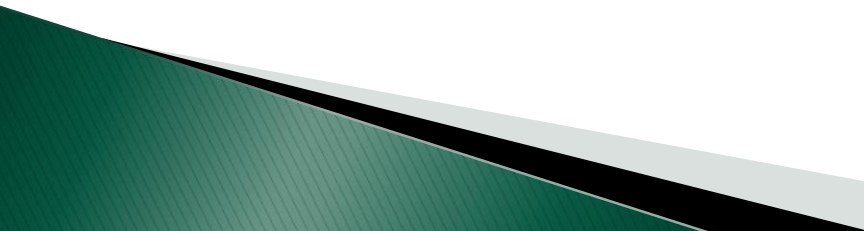
- ▶ Trust
 - ▶ Teamwork
 - ▶ Respect
 - ▶ Support
 - ▶ Cohesion
- 

TIPS FOR DELEGATING

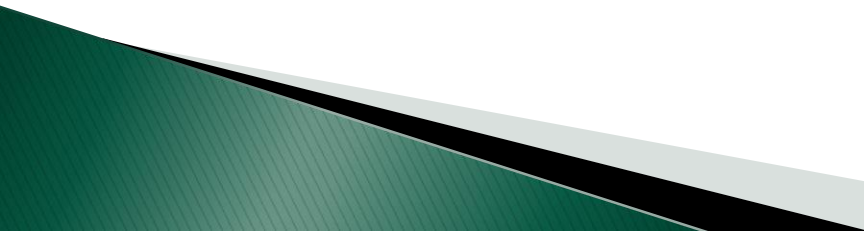
- ▶ Spend 1 week jotting down what you did during the day.

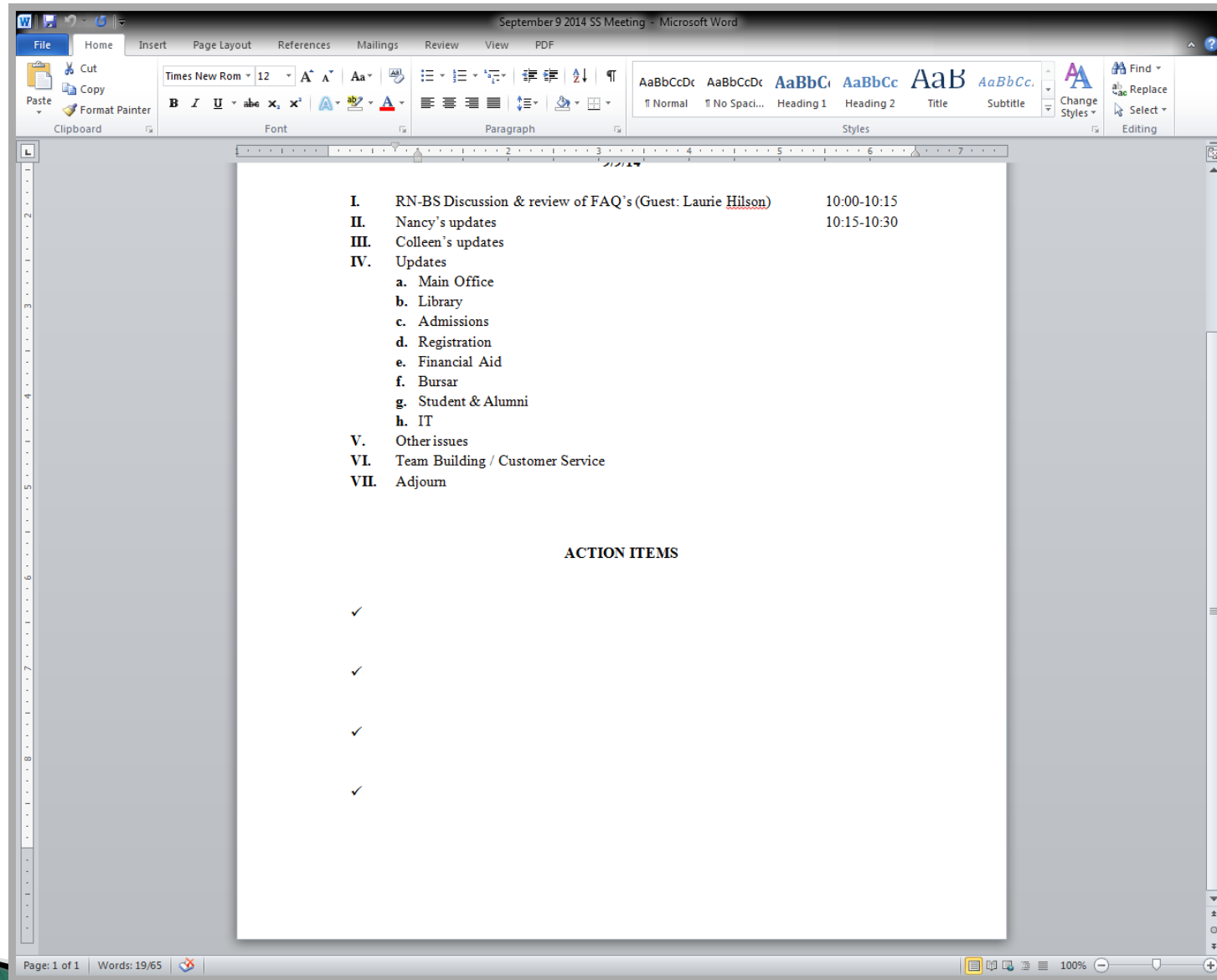
	Mon.	Tues.	Wed.	Thurs.	Fri.
Morning	Emails Meeting Met with student Researched info for boss	Emails Dealt with staff issue Scheduled meeting with team	Emails Meeting with staff Trouble-shooting SIS issue with IT	Emails Call from Dean regarding student issue; researched	Emails Boss called about info she asked you to research on Monday.
Afternoon	Interview (3) Emails Worked on Guidance Counselor Event	Emails Problem with SIS system, worked with IT	Continued problem solving SIS issue with IT Dealt with staff issue still not resolved	Met with staff to resolve issue Back to Guidance Counselor Event planning	Interview (2) Emailed GC's about event and email went down Contact SIS about email problem

TIPS FOR DELEGATING

- ▶ Review the week. What could you have delegated?
 - ▶ Is there anything that could have been automated that could have helped?
 - ▶ Did you address something immediately, that could have waited?
 - ▶ Did you set realistic timelines and expectations to your tasks/demands?
 - ▶ Did you communicate when you needed help or additional time?
- 

DELEGATING TO YOUR TEAM

- ▶ Create a folder for your secretary or assistant of “quick” things you generally do
 - ▶ Have someone pick up your voice mails
 - ▶ Schedule “Team Time” for team to come to you with issues
 - ▶ Can someone organize your files/desk
 - ▶ Action Items after meetings
 - ▶ Set auto replies on your email
- 



Thank you for your e-mail. Answers to questions regarding one of the Lawrence Memorial/Regis College (LM/RC) programs may be found on the program website at www.lmregis.org.

In addition to our Nursing and Radiography programs information regarding our certificate programs may be found on the program website, <http://lmregis.org/continuing-studies/>.

Below is contact information for the Student Services team who may be able to assist you with:

Application Status

Billing

Course Registration/classes

Financial Aid

Program Information

Kerri Ciambrelli – kciambrelli@lmh.edu

Kim Phillips – bursar@lmh.edu or 781-306-6650

Kyle Black – registrar@lmh.edu or 781-306-6653

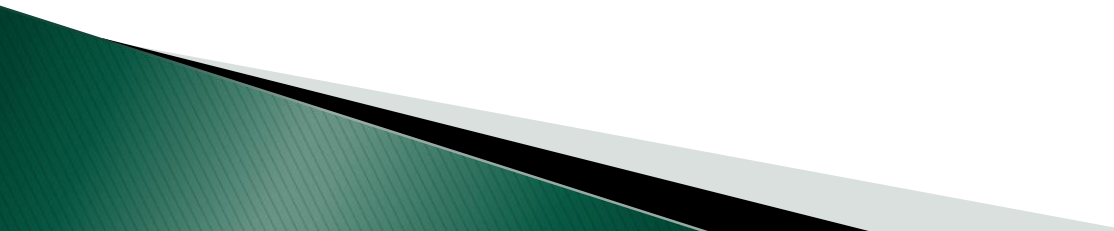
Vy Callahan – vcallahan@lmh.edu

Kerri Ciambrelli – kciambrelli@lmh.edu

Hattie N. Kerwin Derrick

Director Admissions

DELEGATING TO YOUR COLLEAGUES

- ▶ Review action items after meetings, is there equal distribution of follow-up actions
 - ▶ Meetings themselves – does everyone have to attend? If not, send a representative that can bring back the salient details (take turns)
 - ▶ During downtime ask if you can help in other areas; but then also ask for help when you are swamped
- 

Are you lonely ???

Don't like working on your own ?
Hate making decisions ?

Then call a MEETING !!

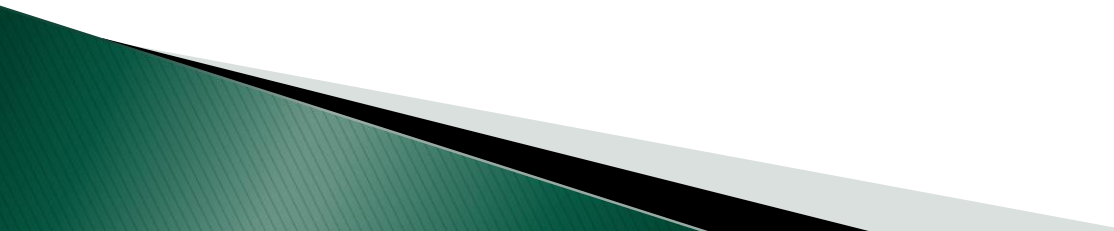
You can
SEE people
DRAW flowcharts
FEEL important
FORM subcommittees
IMPRESS your colleagues
MAKE meaningless recommendations
ALL on COMPANY TIME !!!!



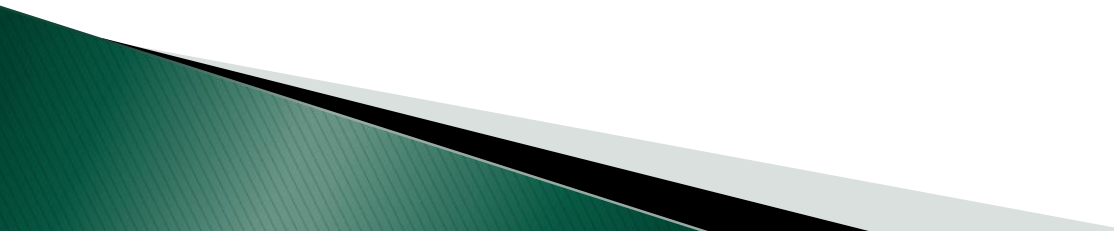
MEETINGS

THE PRACTICAL ALTERNATIVE TO WORK.

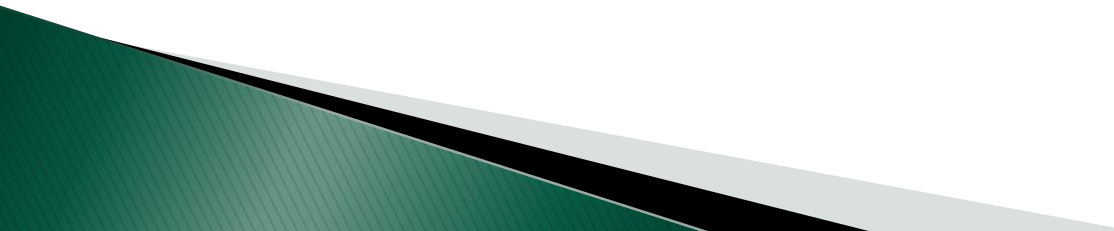
DELEGATING TO YOUR SUPERVISOR

- ▶ Review action items after meetings
 - ▶ Ask for timelines and expectations
 - ▶ Keep abreast of where you are and what roadblocks have surfaced
 - ▶ Ask for a priority list of the tasks on your plate; ask if there is someone else that can take on any of the tasks, or assist; ask if anything can wait until next semester
- 

CAUTION

- ▶ Don't just delegate tasks you don't enjoy doing (resentment can set in)
 - ▶ Don't be a control freak (learn to let go)
 - ▶ Don't be afraid if you let go of something and someone else does it better (it will only show it needed someone with more time to dedicate to the project to get it done right)
- 

BENEFITS OF DELEGATING

- ▶ Free yourself for higher priority work
 - ▶ Empower your team
 - ▶ Contribute to cohesion among colleagues
 - ▶ Show boss you can lead your team effectively
 - ▶ LESS STRESS!!!!!!!!!!
- 

THANK YOU

cwalsh2@lmh.edu

781-306-6645