

Team management:  
How managers can become  
master delegators.



## Identify the right person.

Always choose skill over personal equation. Don't give the task to the team member you think would be able to do the job but to the one who has the expertise to execute it.





## Give clear directions.

If you cannot describe the task you cannot expect to see results. Precisely describe the task and be clear about what needs to be addressed and the timeline for the project



## Provide resources.

Make sure you provide whatever is needed to complete the project. Provide access to tools, training, people or money, to succeed.





## Don't micromanage.

Set milestones and checkpoints to track progress and to provide help when needed. But don't hover and get involved in the nitty-gritties.



## Define the outcome.

Have real clarity of objectives. Setting clear expectations about the outcome helps provide context, prevents communication gaps and helps measure success.





## Give feedback.

Step in when needed and offer genuine praise when the assigned task is done well. Create a motivating environment by cheerleading and celebrating successes.





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