

Delegation

Delegation:

Delegation can simply defined as getting work done through others. It can also be said directing the performance of one or more people accomplish organizational goals.

Or

Delegation is the process of entrusting or assigning responsibility and authority to members of the organization.

Or

Delegation is the use of personnel to accomplish a desired goal/ objectives through the allocation of authority and responsibility.

Purpose of delegation:

There is variety of purposes of delegation-

1. Assigning work.
2. Promoting internalized motivation.
3. Job enrichment.
4. Cost savings.
5. Better achievement of goal.
6. Time savings.
7. Personal and professional growth.
8. Professional growth for the employees and so on.
9. Professional growth of the manage.

Factor essential for delegation of responsibility:

1. Clear cut outline of duties, responsibilities and relationship.
2. Delegation of authority within limits.
3. Establish definite objectives and suitable measures for determination of performance.
4. No decision by head nurse after delegation.

Methods of delegation:

1. Given written specification.
2. Establish limits to authority.
3. Both short period and permanent delegation.
4. Delegation responsibility with no overlapping.
5. Consider the total workload assigned to the individual workers.
6. Anticipate emergencies.
7. Do periodic evaluation of each members performance.

Advantage of delegation:

1. Delegation same decision making saves time for others duties.
2. When war is spread over a large area in rural health workers on the spot must be able to make decisions according to circumstances.
3. Delegation of responsibility saves delays that occurs when a waiting decision from a distance or from a centre office.
4. Health workers who are allowed to make decisions enjoy their work more and become more knowledgeable and skillful.

Disadvantage of delegation:

1. If wrong decisions are made the work may not be done or it may be done less well.
2. If delegation not done properly a leader may pass all his work on to his team and do little himself.
3. A leader may delegate decisions to persons with insufficient experience.

Rules for delegating:

1. Be clear about exactly what is delegated.
2. Select the right person and make sure he can do the work.
3. Explain to others that you have delegated work and to whom.
4. Do not interfere unless asked to and be prepared for some mistakes.
5. Give support as needed and follow up the progress of work.
6. Co-ordinate the activities of a plan.
7. Use check list in interviewing work standards.
8. Use record to assess work outputs.
9. Use record to monitor work.
10. Redirect activities as necessary.

Poor delegation:

1. Wrong person selected delegation.
2. Poor communication.
3. Senior nurse did not supervised the work.
4. No feedback.
5. No time manage.

Good delegation:

1. A. B. C must be maintain.
2. Provide monitoring.
3. Take supervise and feedback.
4. Time management.

Principles of delegation:

1. Choose the right person to do the work.
2. Give the clear instruction about task, time, resources and get feedback.
3. Monitoring and supervision.

Barriers of effective delegations:

<i>Delegator</i>	<i>Delegatee</i>	<i>Environment</i>
<ol style="list-style-type: none"> 1. Lack of trust on employees. 2. Lack of ability to direct. 3. "I can do it better myself" fallacy believe others are incapable. 4. Inadequate organizational skill. 5. Fear of competition. 6. Fear of criticism. 7. Fear of liability. 8. Fear of blame of others mistake. 9. Fear of loss of control. 10. Ad version to take a risk. 	<ol style="list-style-type: none"> 1. Easier to ask the "boss" 2. Fear of criticism. 3. Lack of self confidence. 4. Lack of necessary information. 5. Lack of necessary resources. 6. May have more work to do than the delegatee can do. 7. Inadequate incentives. 	<ol style="list-style-type: none"> 1. Management styles. 2. Organizational structure. 3. Policies, standards. 4. Job description. 5. Norms. 6. Available resources.