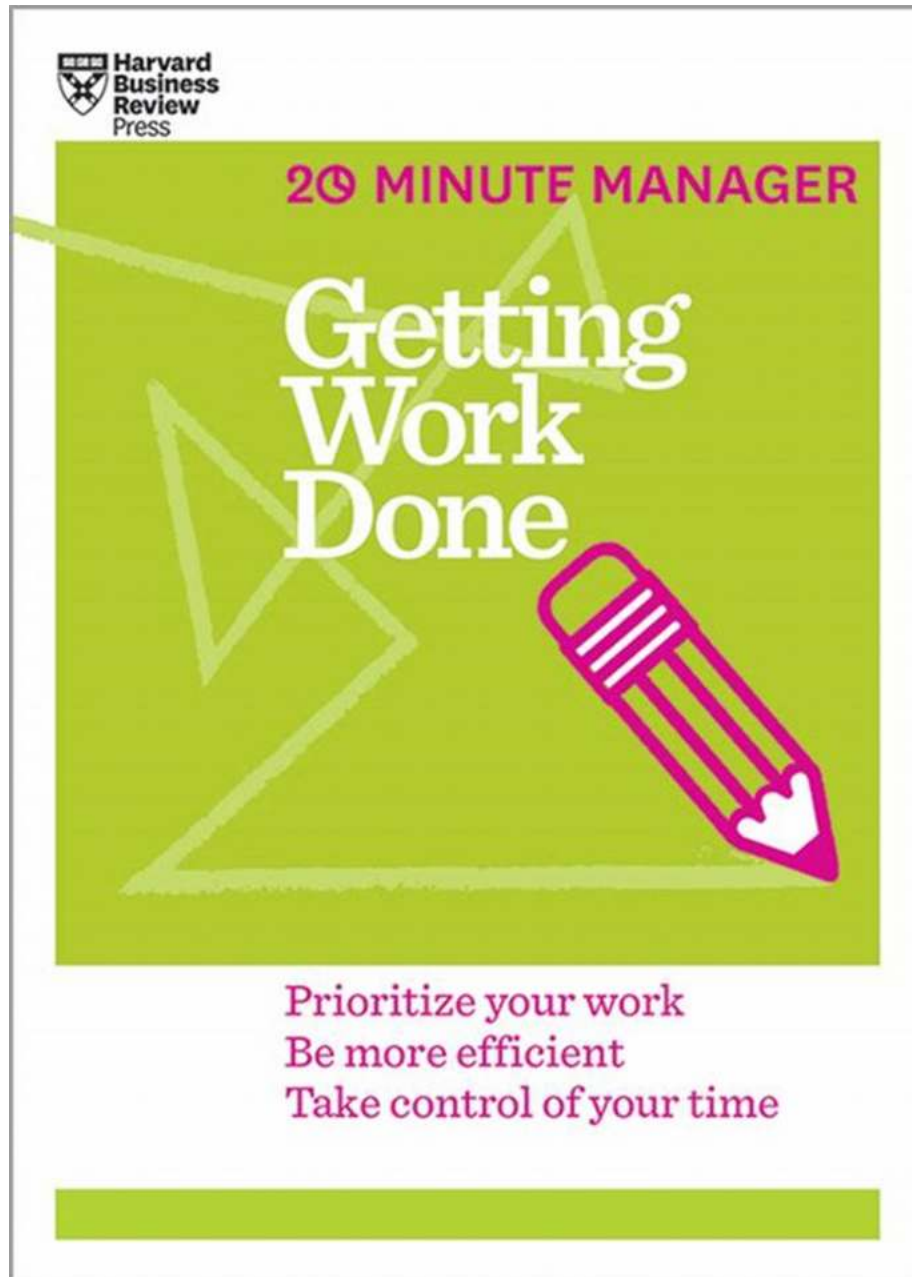


Delegating Work: The Key to Effective Leadership - HBR 20-Minute Manager Series

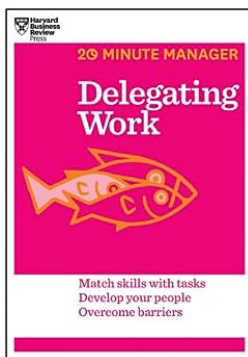


Delegating work is an essential skill for every effective leader. It enables leaders to focus on strategic initiatives, fosters employee development, and creates a sense of empowerment within the team. In the HBR 20-Minute Manager Series,

the concepts and strategies of delegating work are thoroughly explored, providing practical insights for leaders of all levels.

The Importance of Delegating Work

Delegation is not about handing off tasks to others without any involvement; instead, it involves careful planning, effective communication, and providing the necessary resources to ensure successful outcomes. By delegating work, leaders can:



Delegating Work (HBR 20-Minute Manager Series)

by Harvard Business Review (Kindle Edition)

★★★★☆ 4.4 out of 5

Language : English

File size : 1253 KB

Text-to-Speech : Enabled

Screen Reader : Supported

Enhanced typesetting : Enabled

Word Wise : Enabled

Print length : 112 pages



- **Focus on higher-level responsibilities:** Delegation allows leaders to shift their attention to strategic initiatives and long-term goals, providing them with the time and mental capacity to make important decisions.
- **Empower and develop employees:** Delegating tasks to employees not only helps them grow professionally but also boosts their confidence, morale, and overall job satisfaction.
- **Build trust and collaboration:** Successful delegation builds trust between leaders and employees, fostering a collaborative environment where

everyone feels valued for their contribution.

The HBR 20-Minute Manager Series: Unlocking the Art of Delegating Work

The HBR 20-Minute Manager Series provides valuable insights into the art of delegating work. With actionable advice and real-world examples, this series equips leaders with the necessary tools to become effective delegators. Some key topics covered in this series include:

1. **Identifying and prioritizing tasks:** Delegation starts with recognizing which tasks can be handed off. The series delves deep into the process of identifying the right tasks to delegate based on factors such as complexity, skill requirements, and impact.
2. **Selecting the right individuals:** It is important to match the right person with the right task. The HBR 20-Minute Manager Series provides guidance on assessing employees' skills, availability, and interests to ensure successful delegation.
3. **Setting clear expectations:** Effective delegation requires clear communication of expectations, deadlines, and desired outcomes. The series offers strategies on effectively conveying expectations to minimize misunderstandings and increase the chances of successful task completion.
4. **Providing necessary resources:** Delegation also involves providing employees with the resources they need to accomplish their delegated tasks. This may include access to information, training, or support from other team members. The series explores this crucial aspect of delegation in detail.
5. **Maintaining accountability:** To ensure tasks are completed as expected, leaders need to establish mechanisms for tracking progress and providing

feedback. The HBR 20-Minute Manager Series shares valuable tips on how to maintain accountability without micromanaging.

Benefits of the HBR 20-Minute Manager Series

The HBR 20-Minute Manager Series offers several benefits to leaders seeking to enhance their delegation skills:

- **Practicality:** The series provides practical tools, techniques, and frameworks that can be implemented immediately in various workplace scenarios.
- **Flexibility:** With each topic covered in just 20 minutes, busy leaders can easily incorporate these learnings into their hectic schedules.
- **Expert Insights:** The series is authored by renowned experts in the field of leadership, management, and delegation, ensuring that leaders gain valuable insights from industry thought leaders.

Delegating work is an art that leaders must master to drive effectiveness and create a high-performing team. The HBR 20-Minute Manager Series on delegating work provides a comprehensive guide for leaders, equipping them with the necessary skills to delegate effectively. By focusing on topics such as task identification, employee selection, clear expectation setting, resource provision, and maintaining accountability, leaders can transform their leadership approach and unlock the true potential of their teams.

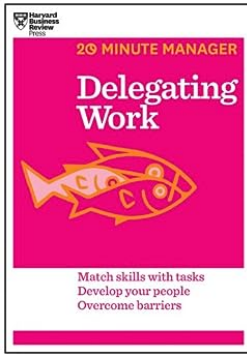
Unlock the art of delegating work and become an effective leader today with the HBR 20-Minute Manager Series!

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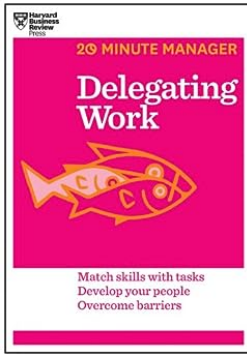
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You know you need to delegate some of your work so that you have time to focus on the things that require your expertise. But it's not easy to do. *Delegating Work* quickly walks you through the fundamentals of:

- Establishing a productive environment
- Assigning the right work to the right people
- Conducting an effective hand-off meeting
- Monitoring without micromanaging

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.



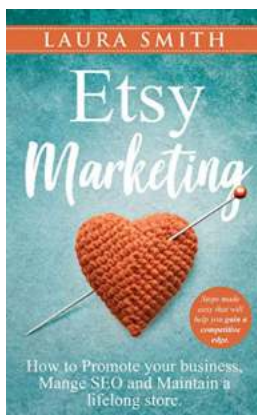
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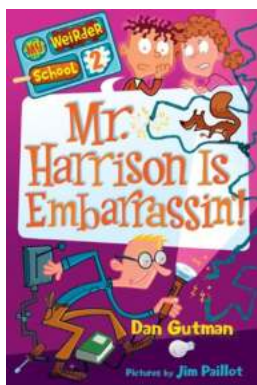
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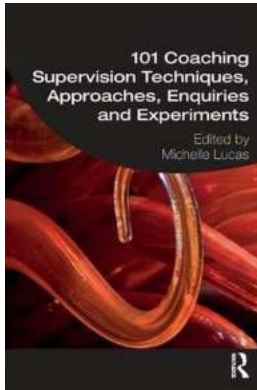
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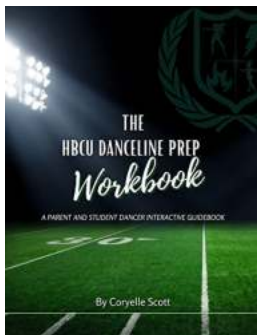
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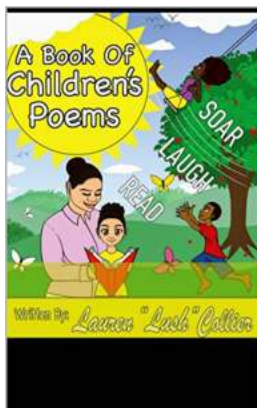
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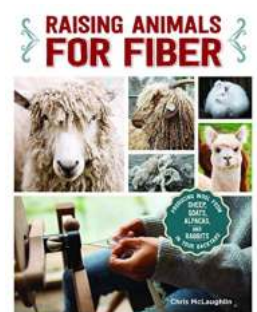
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