Deligation: Process, Benifits, Type and Principles

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Abstract:- Delegation is the process of distributing and entrusting work to another person. In management or leadership within an organisation, it involves a manager aiming to efficiently distribute work, decision-making and responsibility to subordinate workers in an organization. Delegation may result in creation of an accountable chain of authority where authority and responsibility moves down in an organisational structure. Inefficient delegation may lead to micromanagement.

Keyword:-Management, Delegation, Responsibility, Organisation, Subordinate, Authority, Resources, Accountablility, Communicate, Perform, Feedback.

INTRODUCTION

Delegation is a management concept that involves assigning tasks and responsibilities to subordinates. It is a way for leaders to distribute work based on the skills and talents of their team members. Delegation can help leaders: Free up time to focus on more important tasks, Develop their team members, Build trust, and Identify who is best suited for a task. some tips for effective delegation:

✓Know what to delegate: Not every task can be delegated.

✓Consider your employees' strengths: Delegate tasks to employees based on their strengths and goals.

✓Define the desired outcome: Clearly define the desired outcome for the task.

✓Provide the right resources: Provide the right resources and level of authority to the employee.

✓Establish communication: Establish a clear communication channel with the employee.

✓Allow for failure: Allow for some failure and be patient.

✓Provide feedback: Deliver feedback and ask for feedback.

Delegation is the act of assigning tasks, responsibilities, or decision-making to another person. In a management context, delegation is when a manager assigns tasks to their employees.

Delegation can be beneficial for both the management and the team members:-

" *Management* "

Delegation can help management get high-impact work done, and improve their overall management skills. Management can also focus on strategic planning and innovation by delegating routine tasks.

"*Team members*"

Delegation can help team members develop new strengths and get involved in interesting projects. It can also help them become more aware of the business and its challenges, and contribute unique ideas.

According to O.S. Miner, "Delegation takes place when one person gives another the right to perform work on his behalf and in his name and the second person accepts a corresponding duty or obligation to do that is required on"

The process of delegation:-

Does not always follow a set structure, however, some aspects which are typically involved are:

1.Allocation of duties: the delegator communicates to their subordinate the task which is to be performed. Resources are provided and a time limit is informed.

2.Delegation of authority: In order for the subordinate to perform the task, authority is required. The required authority is granted to the employee when the task is delegated.

3.Assignment of responsibilities: When authority is delegated, the subordinate is assigned with the responsibility of this task. When someone is given the rights to complete a task, they are assigned with the corresponding obligation to perform. Responsibility itself cannot be entirely delegated; a manager must still operate under equal responsibility to the delegated authority.

4.Creation of accountability: At the completion of the delegation process, it is essential that the manager creates accountability, meaning that subordinates must be answerable for the tasks which they have been authorised to carry out.

Benefits of delegation:-

✓*Improved efficiency*: Tasks can be distributed based on abilities, leading to better output.

✓*Better decision making*: Diverse perspectives are encouraged, leading to better decisions.

✓*Effective time management*: Managers can focus on strategic ✓Planning and innovation.

However, delegating inefficiently can lead to micromanagement. The person who delegates the task is usually still ultimately responsible for making sure it's accomplished.

Types of delegation:-

✓*Functional delegation*:-

A management assigns a task to an employee who has the skills and experience to complete it. For example, a manager might delegate report preparation to an analyst.

✓*Selective delegation*:-

A delegative leader considers each team member's strengths and weaknesses when assigning tasks.

✓*Lateral delegation*:-

A task is delegated between peers or colleagues at the same level of an organization. This can happen when an employee needs help from a colleague to complete a task.

✓*Task delegation*:-

A specific task or activity is assigned to an individual or team based on their skills, expertise, and availability.

✓*Authority delegation*:-

Decision-making power and autonomy are granted to individuals or teams within predefined boundaries.

✓*Top to bottom or bottom to top delegation*

Top to bottom delegation: Top to bottom is a process where superiors assign tasks to their subordinates to decrease their own workload and increase efficiency.

*Bottom to top delegation: Under bottom to top delegation, institutions acknowledge the value of informal groups inside institutions. The unity among members is so strong that if given a choice between obeying their peers or their superiors, there is a high probability that they may choose their peers.

In these scenarios, management are cautious while delegating tasks to their subordinates.

✓*Formal or informal delegation*

*Formal delegation: Formal delegations are delegations that are a part of an organisation's structure. The tasks and functions delegated to the person are fixed, and the superior provides subordinates necessary authority to the person. Every worker has automatically delegated authority for their roles.

*Informal delegation: Informal delegations depend on circumstances. They have no relation to the formal delegation assigned to them. A person may complete a task not because someone assigns it to them but because they must complete their regular work. For example, someone may work on a weekend due to an upcoming deadline or any other contingencies.

Principle of delegation:-

(1) *"Principle of exception"*-

This principle asserts that employees should be given complete freedom to fulfill their responsibilities within the purview of their authority. Managers should therefore refrain from interfering with the day-today work of their subordinates, even if minor mistakes are recognized. This level of control leads to more efficient results. In some exceptional cases, managers are able to interfere on matters deviating significantly from the norm; in this case the authority delegated to the subordinate may even be withdrawn.

(2)*The scalar principle*:-

The scalar principle asserts that there are clear and formal lines of hierarchal authority within an organisation.[8] This hierarchy reflects the flow of authority and responsibility. It clearly outlines to managers and subordinates, who has the power to

delegate authority and to whom they are answerable to.

(3) *Principle of unity of command*:-

According to the principle of unity of command, employees should only have one supervisor, who they report to, are granted authority by and receive orders from.[7] This employee should be solely accountable to their direct supervisor. This is associated with increased employee efficiency and less role conflict within an organisation.

(4)*Principle of absoluteness of responsibility*:-

The principle of absoluteness of responsibility states that delegation of responsibility is not possible. Superiors are unable to relinquish, through the process of delegation, responsibility for the tasks and activities assigned to their subordinates, for they are the ones who delegated this authority and assigned the duty.Responsibility is absolute, with a manager remaining accountable for the actions of their subordinates.

(5)*Principle of parity of authority and responsibility*:-

This principle outlines the concept that authority and responsibility co-exist and must go hand-in-hand. This means that the authority which is delegated to an employee must be consistent and equal to that of their responsibility. "Responsibility without authority is meaningless". Each individual in an organisation requires the necessary authorities in order to effectively carry out assigned tasks; disparity should not exist between the responsibility imposed on and the authority granted to an employee in order to carry out a task.

(6)*Principle of result expected:-*

The authority delegated to an individual subordinate needs to be adequate to ensure their ability to accomplish the results expected of the task.Prior to delegation, the manager needs to know the purpose of such delegation and the results which they expect from it.This means that goals, standards of performance and targets need to be clearly outlined to direct the actions of the subordinate to completion of the task.

CONCLUSION

Delegation is an administrative process of providing authority and responsibilities to a subordinate by a superior to achieve the desired outcome and increase the efficiency and productivity of the organisation. There are mainly four types of delegation—general or specific, top to bottom or bottom to top, formal or informal delegation, and lateral delegation.

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