

The logo for King's Venues, featuring the words "KING'S" and "VENUES" in a bold, white, sans-serif font stacked vertically within a red square.

# KING'S VENUES

## **How to master the art of delegation**

If you're reading this feature then you must have already identified a need in your work life to delegate better. If you're still in denial, ask yourself the following questions. Are you too busy? Are you doing tasks beneath or over and above your skill set? Do you have members of your team bored in their jobs or struggling to keep up? If the answer to any of these questions is yes, then you need to read on.

Delegation isn't anything to do with passing your work on to other people because you can't be bothered to do it. It's a way of making sure you and every member of your team is being challenged and motivated. Follow these simple steps in mastering the art of delegation and you'll bring a new lease of life to the whole office.

### **Identify tasks you need to delegate**

There are two types of delegating, up and down. One is taking things off your to do list which require expert execution outside of your talents and the other is handing over jobs which someone more junior than you can easily take care of. You will probably be aware of some of these already, but to identify others, write an inventory of the jobs you do yourself when planning an event, noting the amount of time each task takes and how you feel about them. You'll soon find a list of things you can delegate.

### **Delegating the work to the right person**

You now need to identify who to hand the work over to. If you want to keep the work in-house, consider delegating to a team member looking for a new challenge, or someone who you know already has the skills to execute the job well. Make sure you talk to the individual concerned about what you're doing and why. If you're looking to outsource, spend time getting quotes in and checking out the external company's track record.

### **How to delegate**

It's often the case that work that needs delegating is handed over in a rush. This is largely because the manager in question is pushed for time, hence the initial need to delegate. It's a common mistake and a false economy of time on a huge scale. Make sure you take time and care in handing over the work with clear guidelines of expectation and timescales for completion. It may also be worth arranging a few catch up chats at various points during the timeline of the project to check the work is being carried out on time and the standard you require.

### **Avoid micromanaging**

It might be that you're reading this because you struggle with trusting colleagues or employees with tasks originally from your to do list. If this is you, then you need to set yourself strict parameters of how often you check up on whoever you've delegated the work to. They need to feel empowered by

their new responsibilities. If you've managed the situation well, then there will be enough time to steer the work back on course if things go awry.

**Stick with it**

It might well be that the piece of work you've delegated isn't done quite as well as it could have been if you'd done it yourself, but give it time. Offer constructive criticism on the things that could be improved upon and praise the parts that were done well. You need to invest time in nurturing your team member to get them to perform the task in question to the standard you expect.

**Events at Kings' Venues**

Talk to the events team here at Kings' Venues about your next function and find out the ways in which we can help you. Pick up the phone today and call us on 020 7848 1700.