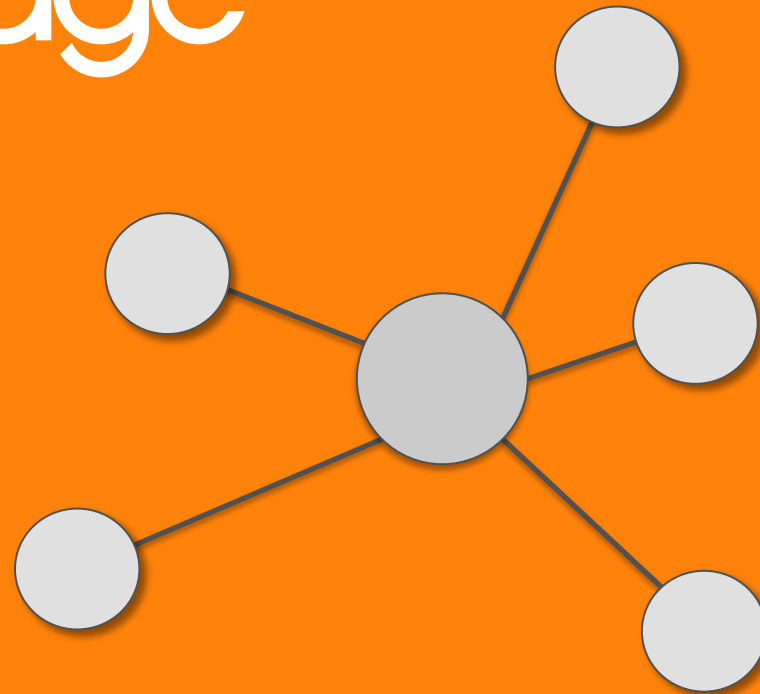


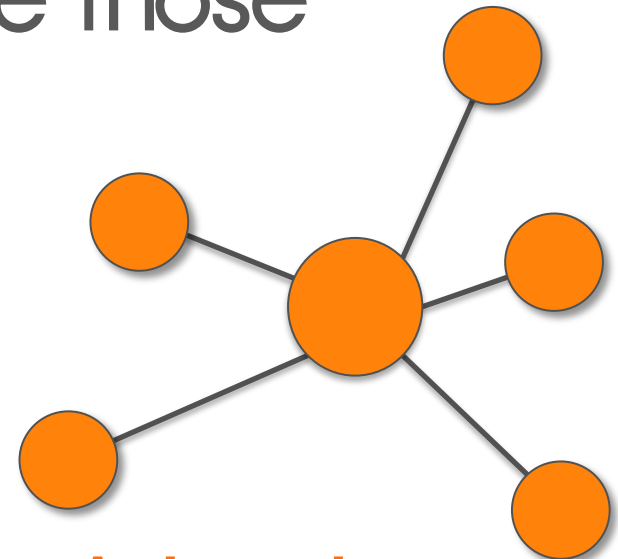
# Ministry Advantage



Steps to Effective  
Delegation

# Steps To Effective Delegation

1. Discuss the results you're looking for rather than the steps that must be completed to achieve those results.



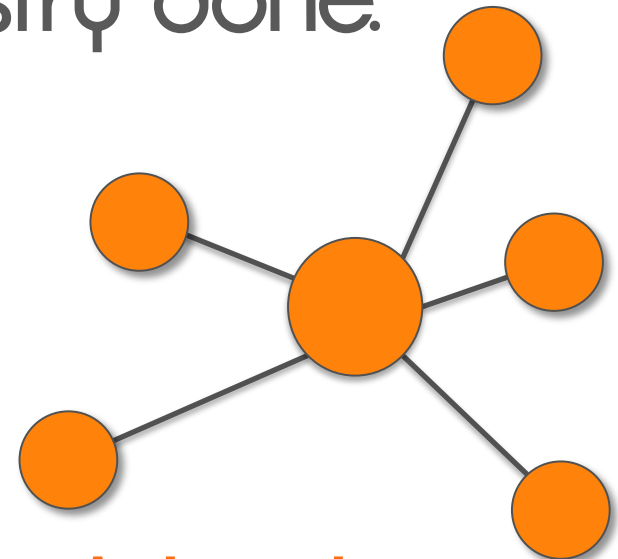
# Steps To Effective Delegation

2. Clearly communicate what the timeframe is that the project needs to be completed within and make sure the delegatee agrees to the timeframe.



# Steps To Effective Delegation

3. Make sure you grant sufficient authority to get the ministry done.



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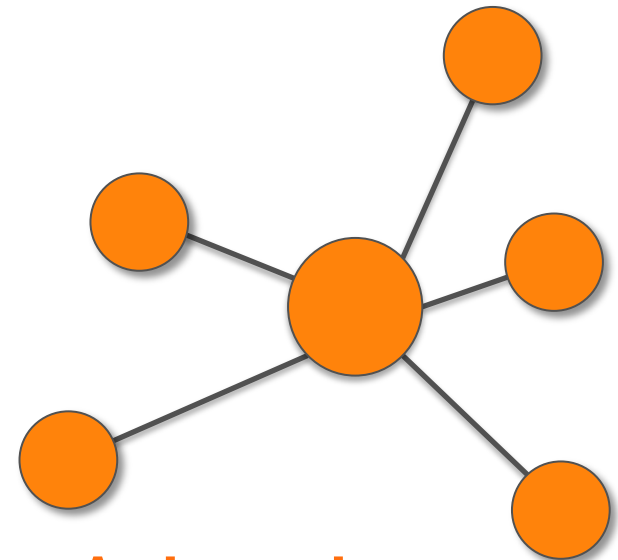
# Steps To Effective Delegation

4. Make sure all the resources necessary to complete the ministry assignment are available to the leader and let them know what parameters they must work within.



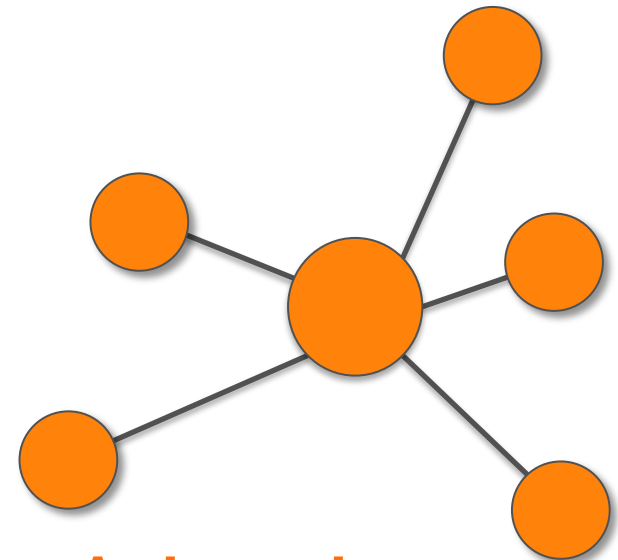
# Steps To Effective Delegation

5. Delegate the entire task whenever possible.



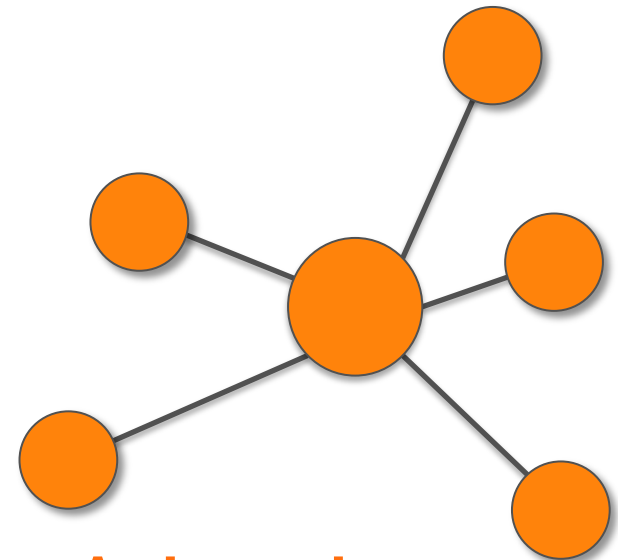
# Steps To Effective Delegation

6. When a task is delegated, ask questions to make sure it's well understood.



# Steps To Effective Delegation

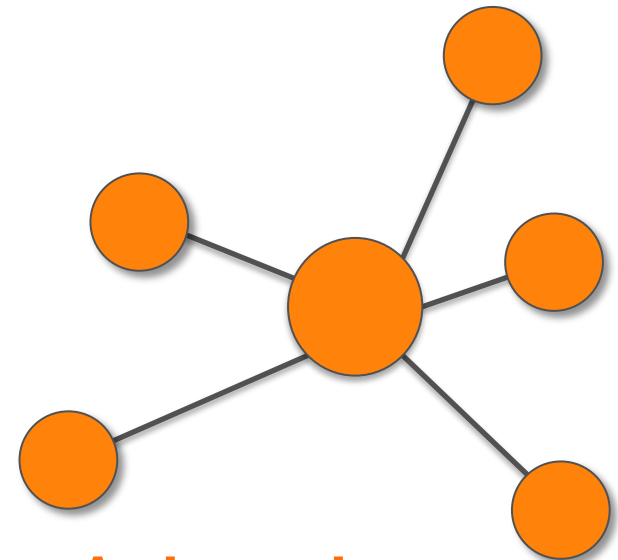
7. Make sure the leader understands their accountability for the assignment.





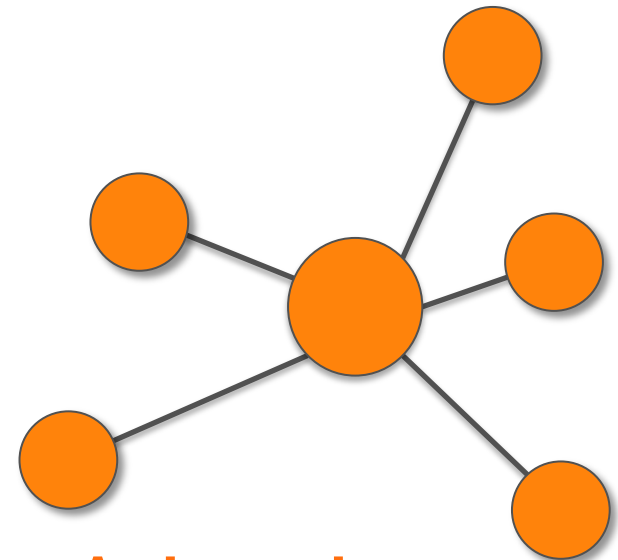
# Steps To Effective Delegation

8. Let the leader know what the priority is of the project being delegated.



# Steps To Effective Delegation

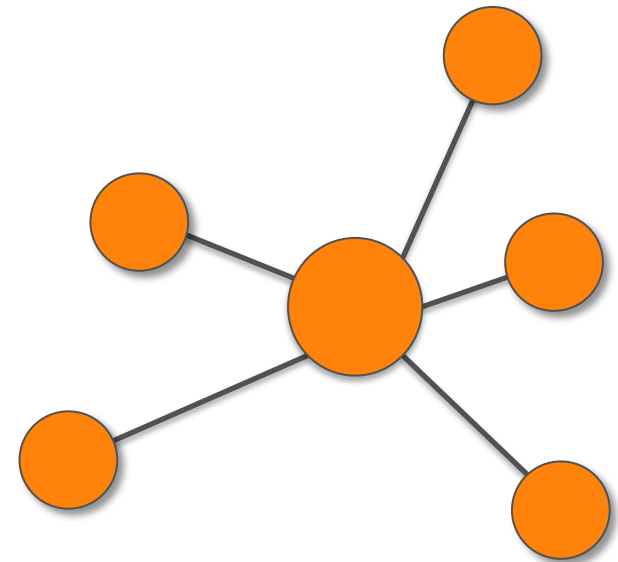
9. Monitor progress through pre-established checkpoints or deadlines.



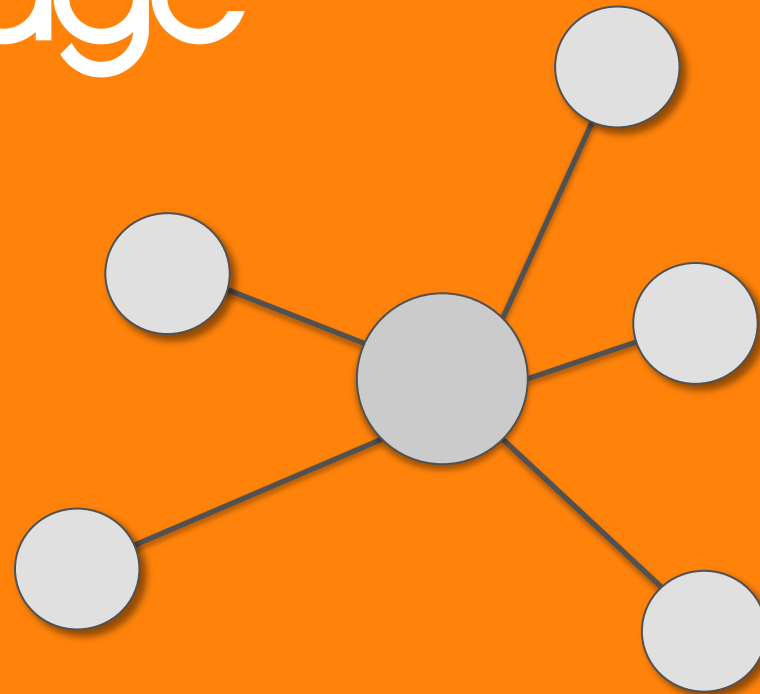
# Need More Help With Delegation? Check Out Module #3 In The Online Coaching Center



[www.ministryadvantage.org/online-training](http://www.ministryadvantage.org/online-training)



# Ministry Advantage



Steps to Effective  
Delegation