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Delegation is the process of assigning authority, responsibility, and tasks to individuals or teams within an organization. It involves transferring decision-making authority from managers to their subordinates, empowering them to make decisions and take action within their assigned roles. By delegating tasks, managers can focus on higher-level responsibilities and strategic decision-making while their subordinates handle operational or specialized tasks. Delegation includes elements, such as authority, responsibility, accountability, and effective communication. It brings several benefits, including increased productivity, skill development, empowerment, improved decision-making, and succession planning. Effective delegation requires considering factors, like employee competence, workload capacity, and task complexity, along with providing adequate support and feedback for successful task completion. Principles of Delegation To make delegation of authority effective, managers need to follow certain principles. These are some principles of delegation; Functional Definition: Before delegating authority, managers should clearly define the tasks and responsibilities of subordinates. This means specifying what needs to be achieved, the activities involved, and how it connects to other roles in the organization.Delegation by Results Expected: Authority should be delegated based on the desired results. Managers should decide what outcomes they expect from subordinates and communicate those expectations. This helps subordinates understand what they need to achieve and how their performance will be measured.Balance of Authority and Responsibility: It's important to have a fair balance between authority and responsibility given to someone. They should have the necessary authority to carry out their responsibilities effectively.Clear Accountability: Each person should have complete responsibility for their assigned tasks. They cannot pass on their responsibilities to others.Single Chain of Command: Everyone should report to and be accountable to a single superior. This avoids confusion and conflicts that can arise when multiple people have authority over the same tasks.Clearly Defined Authority Limits: Each person should have clear boundaries for their authority. This prevents overlapping of authority and allows individuals to take initiative within their designated areas.Decision-Making at Appropriate Levels: Managers at each level should make decisions within their authority. They shouldn't unnecessarily pass decisions to higher levels when they have the necessary authority. Only matters beyond their authority should be escalated.Types of Delegation Delegation can take different forms depending on the situation and needs. These are some common types: General or Specific: In general delegation, a subordinate is given authority to handle various functions within their department. On the other hand, specific delegation grants authority for a particular task or responsibility.Formal or Informal: Formal delegation occurs when authority is granted according to the organization's formal structure and hierarchy. Informal delegation, however, happens when someone agrees to work under an informal leader to avoid unnecessary bureaucracy and delays.Written or Oral: Delegation can be done through a written order or document, which clearly outlines the delegated authority and responsibilities. Oral delegation, on the other hand, relies on verbal communication and informal agreements.Downward or Sideways: Downward delegation occurs when a manager grants authority to a subordinate, allowing them to take on certain tasks or decisions. Sideways delegation happens when a manager shares their authority with a colleague at the same level, enabling collaboration and shared responsibility. To ensure that delegation is successful and achieves desired outcomes, it is important to follow these simple guidelines: Set Clear Goals: Clearly define the objectives that need to be accomplished through delegation. This helps everyone involved understand what needs to be achieved and work towards the same purpose.Define Authority Clearly: Communicate the authority and responsibilities of each team member. This avoids confusion, prevents overlapping of tasks, and ensures that everyone knows their role and boundaries.Motivate and Reward: Provide positive incentives and recognition to motivate subordinates to take on responsibilities. Managers who delegate authority should also be acknowledged for their trust and support.Create a Supportive Environment: Foster an environment where employees feel comfortable and supported. Top management should provide the necessary resources, information, and guidance to facilitate effective delegation.Provide Training and Development: Offer appropriate training to enhance the skills and capabilities of subordinates in using their delegated authority effectively. This builds their confidence and improves their performance.Establish Control Mechanisms: Develop effective control mechanisms to ensure that delegated authority is used responsibly and in alignment with organizational objectives. Regular checks and feedback help maintain accountability.Encourage Open Communication: Foster open and transparent communication channels between managers and subordinates. This enables effective collaboration, provides a platform for sharing concerns or seeking assistance, and helps managers stay connected with their team's progress. Niti Goyal 1. Introduction:Management is system of hierarchical relationship and organising as one of the functions of management provides a structure to this system. Organizing is the backbone of management. The word organization is also used widely to connote a group of people and the structure of relationships.According to Louis Allen Organizing refers to the process of identifying and grouping work to be performed, defining and delegating responsibility and authority and establishing relationship for the purpose of enabling people to work most effectively together in accomplishing objectives.The aforesaid definition of organizing emphasizes upon the fact that: Defining responsibility. Delegating authority, establishing relationship between authority and responsibility are of soul of organizing. Organisation constitutes a formal structure with clear responsibility & definite authority. It determines the flow of authority and responsibility.2. Authority:Authority is the key to managerial functions. It is the right or the power assigned to an executive to achieve certain organizational objectives. Authority is right to direct others to get things done. Authority is a commanding force binding different individuals. It indicates the power of making decisions, giving orders and instructions to subordinates. e.g. a person may be entrusted authority regarding spending money, to assign work, making day to day plans, to issue materials, hiring employees or order merchandise etc. Without authority, a manager cannot get the work done through others.According to Henry Fayol Authority is the right to give order and the power to exact obedience.Koontz and ODonnell defines authority as the power to command, to act or not to act in a manner deemed by the possessor of the authority to further enterprise or departmental performance.Authority enables a manager to discharge his responsibilities. If a manager does not have adequate authority, he cannot perform these functions effectively. Authority empowers an individual to take decisions and to command and to exercise control over his subordinates for execution of policies and programmes. Authority is a legal power which is possessed by a person from his superior officers and with the help of which he succeeds in getting the things done by his sub-ordinates. Authority makes possible the compliance of the orders which would merely be words in the absence if authority. Authority flows downwards. Authority is delegated from above but must be accepted from below i.e. by the subordinates. 2.1 Authority CharacteristicsThe following are the characteristics of authority:1. Legitimacy:Legitimate power is called authority. To be effective, authority should always be legitimate otherwise, it will not be obeyed. Authority is vested to an individual by the virtue of his the position in the organisation.2. Dominance:An individual or a group which possesses authority exercises dominance over other. Authority determines superior subordinate relationship. Authority decreases as one moves down in the hierarchy.3. Accountability:The individual who possess authority is liable to superior for fulfilling his obligations by using such authority Accountability is the most significant characteristic of authority. Accountability ensures performance according to standards.4. Authority flows Downward :Authority is a downward flowing concept. The lower we go down in the hierarchy, the lesser is the authority. Higher authority is enjoyed by higher organisational positions. Authority establishes superiority.5. Delegation of Authority :Authority flows from the higher level to the lower levels. Authority can be delegated to the lower levels in the organization for sharing the work load of the superior. But one thing must be noted that even though authority can be delegated but the responsibility of performance of obligation always lies with the delegator.6. Parity of Authority and responsibility:Authority should never be assigned without responsibility. Authority and responsibility should go together. Authority must be equal to Responsibility. This is also one of the fourteen principles of management advocated by Fayol. Responsibility and authority are closely linked. A manager can fulfil his responsibility only if he has adequate authority to perform that task. An employee must be clear about what is expected of him.If authority is greater than responsibility ,then this could result in autocratic behaviour andmisuse his authority. Similarly, if responsibility is greater than authority, then this could result in frustration as discharge of responsibilities is not possible without adequate authority. e.g. if a manager has been assigned the responsibility to purchases raw material but has not been given any authority to make the financial commitments regarding the payment of such purchases, this would frustrate the manager as he could not accomplish the desired goal effectively but would be held answerable for the act which was beyond his authority.Figure 1: Depicting balance between Authority and Responsibility.Imbalance of authority and responsibility will hamper the achievement of the organizational goals. It may also strain the relations between management and employees.2.2 Difference between Authority and PowerGenerally the word power and authority are used interchangeably. But there is a clear-cut difference between the two. Power is a much broader concept than authority. Koontz. et al defines Power as the ability of individuals or groups to induce or influence the beliefs or actions of other persons or groups. The points of difference between power and authority are as follows:1. Right to Command : Authority is the right to command where as power is the ability to command.2. Right to Exercise : Authority arises out of a the organisational position whereas, power is exercised by the person .3. Positional and Legitimate : Authority is the legitimate power. Authority is associated with the position of a person in the organisation. But power is not institutional, rather it is personal. It may be acquired through any means. May it be political, monetary power or because of personal attributes.4. Authority Increases : Authority is associated with organisational position so it increases as one goes up in the organizational hierarchy, but it need not be the case with the power.5. Authority a Downward Concept : Authority is a downward flowing concept, whereas power flows in all directions.3. ResponsibilityResponsibility is the duty to perform an assigned task. Fayol held that authority flows from responsibility. Managers who have been assigned responsibility should also be given adequate authority for the discharge of their obligations.In the words of Theo Haimann, Responsibility is the obligation of a subordinate to perform the duty as required by his superior.McFarland defines responsibility as the duties and activities assigned to a position or an executive.3.1 Features of Responsibility:1. Responsibility is to assign duty to human beings only.2. Responsibility is the obligation of a subordinate to properly perform the assigned duty.3. It arises from superior subordinate relationship4. Responsibility flows upward. A subordinate is always responsible to his superior.5. Responsibility cannot be delegated.6. The person accepting responsibility is accountable for the performance of assigned duties.7. It is hard to fulfill responsibility without authority. 4. Difference between Authority and ResponsibilityBasisAuthorityResponsibilityMeaningIt is the right of a superior to give orders and instructions to subordinates.It is the obligation of a subordinate to perform an assigned task.FlowIt flows from top to bottomIt flows from bottom to topBasisIt generally arises from organizational position.It arises from superior subordinate relationship.DelegationIt can be delegated by a superior to his subordinate.It cannot be delegated. It is absolute. 5. Delegation of AuthorityThere is a wise saying, Nothing is impossible if you can delegate. People who know what, how and when to delegate can achieve great results. Delegation refers to the transfer of duties/responsibilities by a superior to his subordinates along with the requisite authority to accomplish the job assigned.One of the important features of delegation is that although the superior can delegate his authority to the subordinate for the accomplishment of desired objectives but the ultimate responsibility of the task rests with the superior. The superior cannot escape from his responsibility for non satisfactory performance. The superior is accountable for the performance of his subordinate to his own superiors.E.F.L. Brech has said Delegation is a process of sharing a few or all of the four elements of the management process, i.e. command, planning, co-ordination and control. He also said that the delegation is not a question of issuing instructions but is a bringing down of the executives responsibility and transmission of part or all of it to other persons.A manager alone cannot perform all the work. Delegation enlarges the capacity of a manager through sharing of workload. Without delegation organization structure becomes useless. Management of organization becomes impossible without delegation.Delegation begins with sharing of responsibilities with the subordinates along with assigning the requisite authority so that his subordinates can perform the work effectively. The manager charges the subordinate with accountability for the work assigned and this whole process is known as delegation.Good delegation is about balancing responsibility, authority and accountability.5.1 Merits of Delegation (i) Reduces work load: A manager by delegating the authority can reduce his work load. Since he cannot handle all work by himself, he can delegate the work which can be handled by his subordinates and can concentrate on more important works. Delegation helps in concentrating on more important works. (ii) It trains subordinates for future responsibilities: Delegation also helps in developing the personnel within the organization. It trains them for the future responsibilities as they gain experience of work related to higher position. (iii) Effective management: Through delegation, a manager can concentrate on important works and can delegate the routine work to the subordinates. Thus, it reduces the work load and avoids the wastage of time on less important work and concentrate on more important matters. (iv) It develops increased sense of responsibility: Delegation of authority motivates the subordinates. They feel motivated to know that his abilities are recognized and they are trusted upon by their superiors. This improves his performance. Delegation works as a motivator for employees with higher level needs. (v) Avoids delay: Delegation helps in taking timely decisions. The superiors can concentrate on more important matters and the less important matters can be handled by the superiors. Thus, the word load of superior gets divided and hence timely decisions could be taken. (vi) Basis of Management Hierarchy: Delegation establishes superior-subordinate relationship which is the base for hierarchy of managers. Superiors delegate only when they have trust in subordinates. So delegation improves the relations between superiors and subordinates. 5.2 Difficulties In DelegationObstacles /barriers for delegation can be i) On the part of superiors as well as ii) on the part of subordinates.5.2.1 Some of the reasons managers have difficulty delegating authority include:1. Lack of trust on superior: A superior may hesitate to delegate under the fear that employees will not be able to perform as efficient as he himself could.2. Fear of better performance by the sub-ordinate: Sometimes, executives hesitate to delegate on account of the fear of losing his authority. The subordinate might be efficient and superior does not delegate fearing that he will perform better than the superior . No executive would like to delegate when he feels that his subordinate may surpass him.3. Fear of losing control over subordinate: Executive know that once authority is delegated they will loose the grip over their subordinates and hence hesitate to delegate.4. Lack of time : Sometimes, the superior is too busy with his day to day work that he donot get any time to delegate.5. Dont know how to delegate: Delegation also becomes difficult when the superior doesnot know how to delegate the authority.5.2.2. The obstacles in delegation on part of subordinates include:1. Fear of criticism2. Absence of self confidence3. Difficulty in decision making4. Lack of information5. Interference by superiors.6. Poor superior- subordinate relationship.7. Absence of positive incentives.5.3 Principles of DelegationThe following principles may be considered as essential for effective delegation of authority:1. Proper Planning : Delegation of authority should be with proper planning. The objectives to be achieved should be very clear along with the plans and functions to achieve those objectives. Only then there can be proper delegation as it would be clear as to what is required to be performed by each and every person and what authority is required to be given.2. Reward for delivering excellent results:Effective and successful delegation of authority must be rewarded. This will provide a proper environmental climate for fuller delegation and effective assumption of authority.3. Select appropriate subordinate of delegation : The subordinate selected should be capable of handling the authority assigned to him. His skills and qualification should be appropriate according to the task. This is the purpose of the managerial function of staffing, most carefully considered.4. Maintain parity of authority and responsibility: There should be parity of Authority and responsibility. A person cannot be held responsible for performance of certain task for which he had inadequate authority.5. Establish accountability: Along with authority and responsibility, accountability of the subordinate should also be established. He should be answerable for the achievement of desired results. For Example, A sales manager, charged with the responsibility of increasing sales of companys product should be given authority to hire competent salesmen, pay wages and incentives, allow concessions, within specified limits. The subordinate should be made answerable for the proper performance of the assigned and for the exercise of the delegated authority. The extent of accountability depends upon the extent of delegated authority and responsibility. He is accountable only to his immediate superior. However, with delegation, superior cannot escape from his responsibility and accountability to his own superior for performance by his subordinate. Thus responsibility and accountability cannot be delegated.6. Ensure Unity of Command : Unity of Command ensures that there is only superior to whom the subordinate is accountable. This is necessary to avoid confusion and friction.7. Maintain adequate communication: There should be free and continuous flow of information between the superior and the subordinate so that time to time relevant information may be furnished to him for decision making.8. No interference with subordinates authority: The subordinate to whom authority is delegated must feel free to use his authority. He should take it as an opportunity for growth and development rather than as the fear of being punished. However superior could review progress mentor and advise but should not interfere with day to- day functioning of the subordinates.5.4. Delegation ProcessFirst of all we wil discus the process of delegation. Fig 2 shows the various steps in the process of delegationFigure 2: Delegation ProcessAs a first step, the manager is assigned with the responsibility to do a work. He should be made clear as to what is expected of him . After that, he is granted with the authority which empowers him to fulfil is obligation. After responsibility and authority are assigneed, the last step is creating accountability. He is made answerable for a particular activity or action. this way delegation is made.5.5 Elements of DelegationThere are three elements of delegation:i. Responsibilityii. Authorityiii. Accountability1. Responsibility: Responsibility means the obligation of the individual for the work assigned to him.. The process of delegation begins when manager passes on some of his duties to his subordinates. After a superior share some of his duties with the subordinate, the subordinate becomes responsible to him for the work assigned, but the superior also remains responsible for the performance of that work to his own boss. So here we can see that two types of responsibilities have been created:Operational responsibility: It is the responsibility of the delegatee (subordinate) to the delegator(superior)Ultimate responsibility: It is the responsibility of the superior to his own boss for the achievement of the goals. In this case, if the subordinate to whom responsibility has been delegated could not perform his obligation, then the superior cannot escape from his responsibility on excuse that it was not his but his subordinates fault. Thus, responsibility is absolute and flows upwards.2. Authority: Authority means power to take decision. To carry on the responsibilities that have been assigned to him, every employee needs to have adequate authority. So, when responsibilities are assigned to an individual, appropriate authority is also delegated to him so that smooth performance of the responsibilities could be assured.3. Accountability: To be accountable means to be liable for a particular activity or action. This liability gets created because the organisation also provides authority to carry out the responsibilities. Authority may be in form of decision making for use of organisational resources etc. Accountability is created to ensure that the employees or subordinatesachieve the desired results. Performance is measured and compared with the standards under Accountability.Like responsibility, Accountability is also absolute. It cannot be passed or delegated. A superior cannot escape from his accountability to his own superior even after delegation.5.5.1 Features of Accountability:1. Accountability is the answerability for the expected result.2. It cannot be delegated or passed.3. Like responsibility, accountability also flows upward.4. Accountability is not same as blame.5. Authority, Responsibility and Accountability are Inter-related. Fig 3 below depicts the relation between the three.Figure 3: Authority, Responsibility and Accountability Relationship5.5.2. Prerequisites of an effective accountability systemFor effective accountability system:1. Responsibility should be clearly specified. An employee must know what is expected from him.2. Adequate authority should be provided to meet the assigned responsibilities3. Individual performance should be measured.4. Individual should be made answerable for his performance.5. Accountability standards should be consistently applied at all levels.6. SUMMARYAuthority and Responsibility and Accountability should go together for effective organisation. Authority flows downwards whereas responsibility and accountability flow upwards. Without accountability, individual cannot be held answerable for his performance. Authority Responsibility and Accountability are the three elements of delegation. Delegation enables the superior to share his authority with the subordinates. However, he himself remains accountable to his superior for the performance of the duties assigned. He cannot escape from his responsibility merely by delegating some of the powers vested in him to his subordinate. Thus, accountability is absolute.ReferencesHenry Fayol, General and Industrial Managements, McGraw-Hill, New York, 1996.E.F.L., Brech, The Principles and Practice of Management, Sir Pitman & Sons, London.Chhabra, T.N. and Suri, R.K., Management Process and Perspectives, Ist edition 2000, Kitab Mahal.Prasad Manmohan, Management Concepts and Practices, Ist edition 1998; HimalayaPublishing House E2%80%93 rightmix#.VjjVndIrKt8 //www.tightship.io/stop-confusing-accountability-vs-responsibility-vs-authority/ sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished thanever.See What's NewExplore how consumers want to see climate stories told today, and what that means for yourvisuals.Download Our Latest VisualGPS ReportData-backed trends. Generative AI demos. Answers to your usage rights questions. 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Our original video podcast covers it allnow ondemand.Watch Now Before becoming a freelancer I worked at a few different jobs. Each one had a different owner, or manager, that ran it.Some were good at tasks such as staff scheduling, payroll, and training. Others were adept at handling human resources issues and questions. A few of them had more experience than others making them better at managing their employees overall.One thing they shared but didnt do equally well was delegate. In fact, delegating is one of the hardest things for most managers and business owners to learn. But there are many reasons delegating is good for your business. 1. Saves TimeIf you are like me, time is something you never seem to have enough of. It rules my calendar and my day whether its a work day or a weekend.When you own a business its no different. For each thing you cross off your list there are at least ten more behind it that need to be done. That is one of the reasons delegating is good for your business.Delegating allows you to finish more jobs in a shorter period of time. Therefore, it saves time to be used on other work projects or on more enjoyable activities, such as spending it with your family or friends.2. Reduces StressAllowing others to help you with the work load by delegating duties to them can reduce your overall stress. This is another of the reasons delegating is good for your business.Reducing stress levels is important to prevent job burn out as well as keep you in good physical and mental health. Stressed out people get illnesses more frequently and dont perform as well at work.3. Helps Others LearnAs a business owner you can delegate tasks to other people that help them to learn new skills. This helps them add to their knowledge base as well as build their confidence. It can also make them more versatile to your business.Developing their skills allows your staff to be more efficient and promotes teamwork. This lets them cover for each other, and you, should there be illnesses or other reasons for staff to be gone.4. Increases ProfitsIncreasing profits is another of the reasons delegating is good for your business. You can delegate to others by giving them assignments that free up your time.Once you have a little more wiggle room in your schedule you can do other things only a business owner can and should do. Although some of those things include managerial tasks, another could be additional marketing which can raise business profits.5. Improves Relationship with Team MembersWhen your team members experience success it helps them connect with you and your business. They feel empowered and it makes them want to do more.In order to facilitate that feeling as well as improve the relationship you have with your team members, delegate tasks to them that challenge them. They will have greater respect for you as well as loyalty when you help them develop their skills.6. Spreads Work Out More EvenlyDelegating jobs to other staff members can assist you with spreading work evenly among them. When employees each have plenty of duties it prevents workloads from becoming lopsided.If workloads become uneven it can lead to resentment and job turnover, which may in turn eat away at the profits of your business.Its true that business owners have many different hats to wear as they manage their businesses. However, in order to be the most effective and make the best profits, they should consider delegating tasks that dont need their personal attention. Definition: The Delegation of Authority is an organizational process wherein, the manager divides his work among the subordinates and give them the responsibility to accomplish the respective tasks. Along with the responsibility, he also shares the authority, i.e. the power to take decisions with the subordinates, such that responsibilities can be completed efficiently. In other words, a delegation of authority involves the sharing of authority downwards to the subordinates and checking their efficiency by making them accountable for their doings. In an organization, the manager has several responsibilities and work to do. So, in order to reduce his burden, certain responsibility and authority are delegated to the lower level, i.e. to the subordinates, to get the work done on the managers behalf.Under the delegation of authority, the manager does not surrender his authority completely, but only shares certain responsibility with the subordinate and delegates that much authority which is necessary to complete that responsibility. Features of Delegation of AuthorityDelegation means giving power to the subordinate to act independently but within the limits prescribed by the superior. Also, he must comply with the provisions of the organizational policy, rules, and regulations.Delegation does not mean that manager give up his authority, but certainly he shares some authority with the subordinate essential to complete the responsibility entrusted to him.Authority once delegated can be further expanded, or withdrawn by the superior depending on the situation.The manager cannot delegate the authority which he himself does not possess. Also, he can not delegate his full authority to a subordinate.The delegation of authority may be oral or written, and may be specific or general.The delegation is an art and must comply with all the fundamental rules of an organization. A manager alone cannot perform all the tasks assigned to him. In order to meet the targets, the manager should delegate authority.Delegation of Authority means division of authority and powers downwards to the subordinate.Delegation is about entrusting someone else to do parts of your job. Delegation of authority can be defined as subdivision and sub-allocation of powers to the subordinates in order to achieve effective results.Elements of DelegationAuthority - in context of a business organization, authority can be defined as the power and right of a person to use and allocate the resources efficiently, to take decisions and to give orders so as to achieve the organizational objectives.Authority must be well-defined. All people who have the authority should know what is the scope of their authority is and they shouldnt misutilize it. Authority is the right to give commands, orders and get the things done. The top level management has greatest authority.Authority always flows from top to bottom. It explains how a superior gets work done from his subordinate by clearly explaining what is expected of him and how he should go about it.Authority should be accompanied with an equal amount of responsibility. Delegating the authority to someone else doesnt imply escaping from accountability. Accountability still rest with the person having the utmost authority.Responsibility - is the duty of the person to complete the task assigned to him.A person who is given the responsibility should ensure that he accomplishes the tasks assigned to him. If the tasks for which he was held responsible are not completed, then he should not give explanations or excuses. Responsibility without adequate authority leads to discontent and dissatisfaction among the person.Responsibility flows from bottom to top. The middle level and lower level management holds more responsibility. The person held responsible for a job is answerable for it. If he performs the tasks assigned as expected, he is bound for praises. While if he doesnt accomplish tasks assigned as expected, then also he is answerable for that.Accountability - means giving explanations for any variance in the actual performance from the expectations set.Accountability can not be delegated. For example, if A is given a task with sufficient authority, and A delegates this task to B and asks him to ensure that task is done well, responsibility rest with B, but accountability still rest with A.The top level management is most accountable. Being accountable means being innovative as the person will think beyond his scope of job. Accountability, in short, means being answerable for the end result.Accountability cant be escaped. It arises from responsibility.For achieving delegation, a manager has to work in a system and has to perform following steps : -Assignment of tasks and dutiesGranting of authorityCreating responsibility and accountabilityDelegation of authority is the base of superior-subordinate relationship, it involves following steps:-Assignment of Duties - The delegator first tries to define the task and duties to the subordinate. He also has to define the result expected from the subordinates. Clarity of duty as well as result expected has to be the first step in delegation.Granting of authority - Subdivision of authority takes place when a superior divides and shares his authority with the subordinate. It is for this reason, every subordinate should be given enough independence to carry the task given to him by his superiors.The managers at all levels delegate authority and power which is attached to their job positions. The subdivision of powers is very important to get effective results.Creating Responsibility and Accountability - The delegation process does not end once powers are granted to the subordinates. They at the same time have to be obligatory towards the duties assigned to them.Responsibility is said to be the factor or obligation of an individual to carry out his duties in best of his ability as per the directions of superior.Responsibility is very important. Therefore, it is that which gives effectiveness to authority. At the same time, responsibility is absolute and cannot be shifted.Accountability, on the others hand, is the obligation of the individual to carry out his duties as per the standards of performance. Therefore, it is said that authority is delegated, responsibility is created and accountability is imposed.Accountability arises out of responsibility and responsibility arises out of authority. Therefore, it becomes important that with every authority position an equal and opposite responsibility should be attached.Therefore every manager,i.e.,the delegator has to follow a system to finish up the delegation process. Equally important is the delegatees role which means his responsibility and accountability is attached with the authority over to here.Relationship between Authority and ResponsibilityAuthority is the legal right of person or superior to command his subordinates while accountability is the obligation of individual to carry out his duties as per standards of performance Authority flows from the superiors to subordinates, in which orders and instructions are given to subordinates to complete the task.It is only through authority, a manager exercises control. In a way through exercising the control the superior is demanding accountability from subordinates.If the marketing manager directs the sales supervisor for 50 units of sale to be undertaken in a month. If the above standards are not accomplished, it is the marketing manager who will be accountable to the chief executive officer. Therefore, we can say that authority flows from top to bottom and responsibility flows from bottom to top.Accountability is a result of responsibility and responsibility is result of authority. Therefore, for every authority an equal accountability is attached.Differences between Authority and ResponsibilityAuthorityResponsibilityIt is the legal right of a person or a superior to command his subordinates.It is the obligation of subordinate to perform the work assigned to him.Authority is attached to the position of a superior in concern.Responsibility arises out of superior-subordinate relationship in which subordinate agrees to carry out duty given to him.Authority can be delegated by a superior to a subordinateResponsibility cannot be shifted and is absoluteIt flows from top to bottom.It flows from bottom to top. Having a website isnt enough. Mike from Business Content CA argues that the modern adage should be updated: If you dont have a website that Communicate faster with video! Effortlessly create AI-enhanced video messages, screen captures, and screenshots. With Teamly Capture, it's a breeze to explain better, share faster, and cut communication time all while fueling your efficiency like never before. Enjoy AI-enhanced video titles, chapters, summaries, & more. Annotate videos & screenshots with text, arrows, & CTAs. Generate instant, accurate video transcripts automatically. Share your videos effortlessly: online, via email, or on social media. Teamly Business Embrace the future of teamwork where collaboration is effortless and productivity soars! Turbocharge your efficiency with screen capture videos, PLUS real-time chat, Kanban board workflows, file storage, & time tracking. Our budget-friendly all-in-one management solution is the key to transforming your team into a "remote team machine." Collaborate instantly using direct messaging or virtual chat rooms. Easily create and share videos: online, via email, or on social media. Track workers' time to the second for pinpoint-accurate payroll. Effortlessly stay on top of tasks, projects, and timelines with Kanban board workflows. Responsibility, delegation, and authority are fundamental management skills.Responsibility isthe liability of a person to be called to account for their actions and results and is, therefore, an obligation to do something.Delegationis giving a subordinate the discretion to make decisions within a precisely defined sphere of influence. Therefore, the superior must possess the authority to delegate.The critical element here is discretion and thelevel of authoritywithin a specific sphere. Without delegation, formal organizations could not exist. An organization chart may show an organizations command structure, but without power, responsibility, and delegation, a formal organization cannot be effective. They are critical aspects.Delegation Authority and ResponsibilityWhat is ResponsibilityResponsibility is an obligation placed on a person who occupies a specific position. It is accountability for the performance of specified duties or the satisfactory achievement of defined company objectives. Because responsibility is an obligation owed, it cannot be delegated. No superior can escape responsibility for subordinates activities, for it is the supervisor who delegates authority and assigns the duties. It does follow, however, that the assistant has a responsibility back to his superior.Once a subordinate has accepted the assignment and the power to carry it out, his or her responsibility is absolute.Unlike authority, responsibility cannot be delegated.There are, however, differing views on the extent to which this statement is true. There is a view that the idea of responsibility cannot be delegated too simplistic. Any task contains an element of accountability. This underlines the doctrine of absolute responsibility; the superior is always ultimately accountable.What is AuthorityHenri Fayoldefined authority as the right to give orders and the power to exact obedience. It is the right to exercise control, such as hiring and firing or buying and selling on behalf of the organization. Authority refers to the relationship between the participants in an organization. The authority structure provides the basis for assigning tasks to the various elements-for commanding.Authorityis the scope and amount of discretion given to a person to make decisions under the organizations position. The authority and power structure of an organization defines: The part each member of the organization is expected to performDon't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases. The relationship between the organizations members so that its efforts are effectiveThe authority source may be top-down (as informal organizations) or bottom-up (as in social organizations and politics).The concept of authority is closely related to the idea of the legitimate exercise of the power of a position. It depends on the willingness of subordinates to comply with specific directives of superiors. The scope of responsibility must correspond to the extent of authority given.If a manager is given responsibility without the necessary authority, he is in the invidious position of being powerless to achieve the levels upon which his performance is being judged. Conversely, a person is given power without clear responsibility for achieving specified targets, or without having to report to a more senior manager, is in a position of false security.What is Delegation?Delegation is when a manager or supervisor transfers part of his or her legitimate authority to a subordinate. Along with authority goes responsibility, but while power can be delegated, responsibility remains with the superior, e.g., while a Board of Directors may delegate authority to the managers, the directors are still responsible directly to the shareholders.Delegation means giving someone else the freedom and authority to do a job for which you are accountable. This action implies that the person receiving the delegated work will handle it on his or her initiative and that you have confidence in the ability of the delegatee to do the job successfully.Delegation is an essential aspect of the organization and effective management.Delegation is giving a subordinate the discretion to make decisions within a specific, defined sphere of influence. Therefore, the superior must possess the authority to delegate.The critical element here is discretion and the level of authority within a specific sphere. Without delegation, formal organizations could not exist. An organization chart may show an organizations command structure, but without authority, responsibility, and delegation, a formal organization cannot be effective. They are critical aspects.Without delegation, formal organizations could not exist. If there were no delegation, the chief executive would be responsible for everything and would be the only person with the authority to do anything. Consequently, nothing much would ever get done. Because management is the act of getting things done (accomplishing objectives) through other peoples work, to put it simply, it is evident that management could not succeed without delegation.Don't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases.Delegations in Small organizationsIn all but the smallest of organizations,some degree of delegation isnecessary, as there are physical and mental limitations to the work that can be undertaken by any manager. This, in turn, allows subordinates to gain experience and demonstrate how they can perform.Importance of DelegationsFrom these points the allowing practical advantages can be derived: The workload of the manager is reduced, allowing more time to concentrate on strategic duties. Subordinates can gain useful experience for future management. Delegation can lead to decentralization, allowing divisional or branch managers to react quicker to local changes than managers at head office. Allowing subordinates to perform the work of a higher grade can aid their development. Management can see how subordinates tackle a higher grade and how they cope with different authorities. Effective deployment of resources fulfills value for money criteria.Delegation of Duties and ResponsibilitiesEffective delegation can be achieved by: Specifying expected performance levels and ensure that they are understoodDon't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases. Assigning agreed tasks to the subordinate Allocating of appropriate and adequate resources Ensuring that responsibility is exacted from the subordinate (i.e., responsibility is upwards) Ensuring that the associate has the ability and experience to undertake the tasks maintaining frequent contact Giving the subordinate written authority to do the job, which might be specific or general. This provides greater discretion.Guidelines for Effective DelegationWhen a manager or supervisor delegates, there is a calculated risk being taken on the subordinates abilities. The best ways to ensure effective delegation are to: Define the limits of authority delegated to the assistant by giving an outline of the job, the control limits, and the desired standards and ensuring that the assistant accepts and understands what is involved. Allocate sufficient resources. Be satisfied that the subordinate is competent to exercise that authority. Be disciplined enough to permit the subordinate the full use of that authority without constant checks and interference and to be willing to listen to the subordinates ideas.Don't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases. Link achievement with reward.Common Delegation ProblemsThere are common problems associated with delegation, namely: Failure to delegate sufficient authority Need for higher managerial skill Loss of direct control Lack of confidence in both the subordinate and the person delegating Danger of a less satisfactory outcome/lower productivity Fear of losing ones job to a good subordinate Boss is secure and comfortable in his old job Subordinate may become impatient for monetary recognitionDon't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases. Doubt over what to delegate and what to keep Failure to monitor and counselHow to overcome delegation problemsThe problems can be minimized by considering the following points: The manager should not delegate so much as to overload a subordinate totally The employee has reasonable skill and experience in the area concerned The employee is carefully selected and trained Appropriate authority is delegated The manager remembers to monitor and control The manager is not merely passing the buck or opt out. All concerned know that the task has been delegated. There is an open communication systemDon't miss out on the best discounts and top-rated products available right now! Shop Now and Save Big Today!*As an Amazon Associate, I earn from qualifying purchases. The manager puts time aside for coaching and guiding If the delegation goes well, the person will expect a reward, e.g., upgrade job/more pay.FacebookX (Twitter)LinkedInMore Delegation is important for businesses to get right. It will play an important role in the businesss day-to-day operation and is key to growth. In fact, good delegation can lead to an uptick in revenue, and who doesnt want that.Not all delegation is created equal. Some leaders find it hard to let go of tasks and allow their staff to take over. However, in doing so you can free yourself up to work on bigger picture stuff which might be more pressing. You may want to learn how to keep track of delegated tasks to ensure work is being completed to your standard.There are times when delegation is an absolute necessity. If business leaders or managers decide to take some time off, whether planned absence or sickness, you need to know that the business wont implode on itself due to your absence. Leaving your business in the hands of someone else can be stressful but if you delegate tasks well, everything should continue smoothly.Are There Benefits to Delegation?Delegation is a great way to bring about the next generation of leaders within your business. It gets people thinking for themselves and challenges them in personal growth. Every leader in your organization should look out for rising stars including your C-Suite execs, department heads, project managers, and team leaders.If your company culture includes promoting from within, delegation becomes a vital tool for getting employees ready for new challenges. The delegation of tasks also helps to foster relationships between employees and their supervisors. Theres a certain degree of trust that comes with delegating tasks to employees.Although most employees will relish the opportunity to develop their skills and take on more responsibility, others may think delegation comes from laziness. If youre dealing with an employee who isnt as receptive as they should be, it may be worth explaining the personal benefits. Alongside skill development, theyll have more experience when promotions become available.Managers delegate tasks for a variety of reasons, sometimes there are not enough hours in the week to do everything on their plates. On other occasions, it could be to train employees in new roles or to create an atmosphere of creativity and collaboration. Effective delegation is something great leaders can do very well, getting the most out of their employees to stimulate business growth and increase revenues.As a leader, youre responsible for the overall result. Keeping track of delegated tasks is an important aspect of the job. Entrust tasks to your staff and avoid micromanagement. However, you need to know whats going on, if tasks are being done correctly, and if projects will be delivered on time.Why You Need Delegation at WorkManagers who try to do everything by themselves end up burning out and providing work that doesnt meet company expectations. Its not uncommon to want to try and keep every plate spinning by yourself but learning to let go and delegate tasks are going to help keep you sane. It doesnt mean you can retain ownership of the task, as you can monitor and keep track of progress.Some members of staff incorrectly believe that the delegation of tasks is borne out of laziness and work avoidance but they fail to see the benefit this has for their own careers.Delegation is, by design, a collaborative process and is an excellent way to facilitate a transfer of knowledge between leaders and their subordinates.Its an exercise in trust, if a manager asks their employees to work on important tasks, its a show of confidence in that individual. Developing talent in your team is a great way to retain their services, if they believe they have a future at the company it will stop them from looking for outside opportunities.Lightening your workload means you can make progress on multiple tasks at once. Youll be able to focus on the most pressing things while overseeing the development of delegated tasks. If you have go-getters in your team, they will relish the opportunity to take on more responsibility and demonstrate their comprehension.Youll still be responsible for the overall result, theres no getting around that. So, keeping track of delegated tasks will become a key aspect of your role once tasks are handed out. Try to avoid micromanagement because this creates an uncomfortable work atmosphere which can affect employees moods. Once a task has been handed off, trust your employees to get the job done, but be on hand as a consultant if necessary.Comprehensive Knowledge Base to Answer All QuestionsCreate a place your staff can go to seek out your

messenger and formalize via email. The next step in this process is to set up automation through email to keep track of delegated tasks. Use your built-in to-do list to assign work to your employees.Kanban boards with TeamlyKanban boards are a visual project management tool used to monitor the progress of tasks. In their most simple form youll have three columns named to-do, doing, and done. You can insert each task into the to-do folder and assign jobs to specific employees, they can then move the task along with the board as they progress.Teamly has kanban boards built into it and you can use them to manage your team. Its a one-stop shop for project management and will be your secret weapon to keeping track of delegated tasks. The delegation of tasks has plenty of benefits and is something that managers should embrace. Hoarding tasks is only going to slow you down and ultimately hold your business back from growing. Share tasks with your staff to enable them to develop their professional career. Use this as an opportunity to teach and build trust between managers and their staff.3.01 Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.AttributesThe following attributes contribute to the design, implementation, and operating effectiveness of this principle:Organizational StructureAssignment of Responsibility and Delegation of AuthorityDocumentation of the Internal Control SystemOrganizational Structure3.02 Management establishes the organizational structure necessary to enable the entity to plan, execute, control, and assess the organization in achieving its objectives. Management develops the overall responsibilities from the entity's objectives that enable the entity to achieve its objectives and address related risks.3.03 Management develops an organizational structure with an understanding of the overall responsibilities and assigns these responsibilities to enable the organization to operate efficiently and effectively, comply with applicable laws and regulations, and reliably report information. Based on the nature of the assigned overall responsibility and related risks, management chooses the type and number of discrete divisions, operating units, functions, and other structures needed to achieve the entity's objectives. Management may identify discrete divisions, operating units, or functions, such as program offices and related subunits, to manage the entity's risk responses within the internal control system.3.04 As part of establishing an organizational structure, management considers how divisions, operating units, functions, and other structures interact to fulfill their overall responsibilities. Management establishes reporting lines within an organizational structure so that units can communicate the quality information necessary for each unit to fulfill its overall responsibilities to support the internal control system.28 Reporting lines are defined at all levels of the organization and provide methods of communication that can flow down, across, up, and around the structure.29 Management also considers the entity's overall responsibilities to external stakeholders and establishes reporting lines that allow the entity to both communicate with and obtain information from external stakeholders.303.05 Management periodically evaluates the organizational structure so that it meets the entity's objectives and has adapted to any new entity objectives, such as to comply with a new law or regulation. Management also adapts the organizational structure as necessary to respond to risks and identified deficiencies in the internal control system.3.06 To achieve the entity's objectives and address related risks, management assigns responsibility and delegates authority to key roles throughout the entity. A key role is a position in the organizational structure that is assigned an overall responsibility of the entity. Generally, key roles relate to senior management positions within an entity.3.07 Management considers the overall responsibilities assigned across the organizational structure, determines what key roles are needed to fulfill the assigned responsibilities, and establishes the key roles. Those in key roles can further assign responsibility for internal control to roles below them in the organizational structure, but they retain ownership for fulfilling the overall responsibilities assigned to them.3.08 Management determines what level of authority each key role needs to fulfill a responsibility. Management delegates authority only to the extent required to achieve the entity's objectives. As part of delegating authority, management evaluates each delegation for proper segregation of duties within the organizational structure. Segregation of duties helps prevent fraud, waste, and abuse in the entity by considering the need to separate authority, custody, and accounting in the organizational structure.31 As with assigning responsibility, those in key roles can delegate their authority for internal control to roles below them in the organizational structure.Documentation of the Internal Control System 3.09 Management develops and maintains documentation of its internal control system [documentation requirement]. 3.10 Effective documentation assists in management's design of internal control by establishing and communicating the who, what, when, where, and why of internal control execution to personnel. Documentation also provides a means to retain organizational knowledge and mitigate the risk of having that knowledge limited to a few personnel, and to communicate that knowledge as needed to external parties, such as external auditors.3.11 Management documents internal control to meet operational needs. Documentation of controls, including changes to controls, is evidence that controls are identified, capable of being communicated to those responsible for their performance, and capable of being monitored and evaluated by the entity.3.12 The extent of documentation needed to support the design, implementation, and operating effectiveness of the five components of internal control is a matter of judgment for management. Management considers the benefits and costs of documentation for the entity as well as the size, nature, and complexity of the entity and its objectives. Some level of documentation, however, is necessary so that the components of internal control can be designed, implemented, and operating effectively.32 See principle 13 for further discussion of the use of quality information. See paras. 14.02 through 14.06 for further discussion of internal reporting lines. See paras. 15.02 through 15.06 for further discussion of external reporting lines. See paras. 10.21 through 10.23 for further discussion of segregation of duties. See paras. OV2.10 through OV2.13 for further discussion of minimum documentation requirements. The elements of delegation are the foundation of a successful management system. The act of delegating assigns responsibility and Authority from a superior to a subordinate while the superior remains accountable. That is to say, Delegation effectively distributes work, reduces workload, and ultimately increases Efficiency. The elements of Delegation include Authority, responsibility, and accountability. These three elements ensure that things are correctly accomplished and the organisations objectives are achieved. A company might become inefficient and not well managed without proper Delegation. This article focuses on the concept of Delegation in management, its importance, and its contribution to adequate business flow. Management refers to the process whereby a manager delegates specific tasks, decision-making authority, and responsibilities to subordinates while being accountable for everything. This gives the managers more time to attend to their jobs core functions while ensuring the employees improve their skills and can complete assigned tasks correctly. Download Elements of Delegation PDF The systematic process of assigning tasks, providing the necessary resources, and granting decision-making rights to subordinates while ensuring accountability. It is a structured way of dividing work to increase operational Efficiency in an organisation. Example: In a corporate setting, the department manager might delegate the task of preparing the monthly reports to the senior employees in the organisation. This also saves the managers workload and allows subordinates to build analytical and leadership skills. If correctly done, the Delegation improves teamwork, increases Productivity, and develops a robust management system in an organisation. It helps the employees gain experience in handling responsibility independently, which makes them more ready for future leadership positions. In addition, Delegation strengthens organisational Efficiency by allowing each level of management to focus on their primary tasks. There are three bases for effective delegating of jobs in an organisation. All Managers must know those three elements of Delegation. Thus, the following are the elements of Delegation: Authority The power granted to make any decision. Responsibility: Being obligated to ensure work is delivered. Accountability Being charged with responsibility or liability for deliverables. These elements of Delegation of Authority make the process of Delegation stable and efficient. All those elements help one keep discipline and work Efficiency alive. One cannot delegate responsibility without Authority, and the subordinate has to be answerable for the work he receives. There are three main elements without which the Delegation cannot operate. Without sufficient Authority, the employee cannot perform a single task, and employees can not take care of their tasks seriously without accountability. There must be a balance between Authority, responsibility, and accountability for the smoother operation of any business. Authority is the first element in the delegation process, where power or the right to decide and complete assigned work is granted to a subordinate. When delegating work, the manager should ensure the employee has all the Authority necessary for their execution. Important decisions cannot be made without appropriate Authority granted to the employees, leading to delays and inefficiency. Subordinates should be taught the limits of Authority so they do not misuse their powers. Authority and responsibility go hand in hand. If a manager asks an employee to handle customer complaints, they should also be given the Authority to offer discounts or refunds. A clear-cut hierarchy will ensure Authority flows from top management to lower levels. All levels of management should have defined Authority, so there is no confusion and conflict. If managers do not delegate Authority properly, employees feel frustrated and demotivated. Formal Authority Given by an organisations structure, such as a supervisors Authority over their team. Without an official title, informal Authority is gained by skill, experience, or leadership. Proper Delegation of Authority makes the organisation work effectively. Decisions are made on time, and staff members can work independently and carry out their jobs. The second constituent element of Delegation is responsibility. This refers to the task entrusted to an employee. It dictates what the subordinate needs to do and keeps the person committed to work. Responsibility always flows from top to bottom because it is work given by superiors to their inferiors. A subordinate needs to take up responsibility with free will. Employees will not work efficiently if the duties are unknown to them. Managers should thus communicate the job expectations so the employees understand their roles and responsibilities. Responsibility should be commensurate with Authority. It would be hard for the individual to be given massive responsibility without much Authority. Example: If a marketing executive were tasked with launching the campaign but would not be allowed to approve the budget for the same, then it would result in delay. Managers should assign responsibility with care. Overwork can overwhelm employees, while underwork can make them feel unimportant. A balanced workload ensures that employees stay productive and motivated. An organisation should have a well-defined responsibility chain. Employees should know who they report to and what their exact duties are. This clarity reduces confusion and ensures smooth workflow within the company. Accountability is the last element of Delegation, whereby employees are answerable for their assigned work. That means the employees must take responsibility for their work and report their progress to managers. Even though the tasks are delegated, the superior remains ultimately accountable for the job done. Accountability makes the employees responsible for their work. When a task is not done, the delegation subordinate must give reasons for it. This type of system makes employees committed and complete tasks proficiently. The managers should communicate performance expectations to give employees a clear idea of what is expected of them. Monitoring time after time will check progress and highlight problems even before they become significant issues. Managers should also provide feedback and support to the employees to improve their performance. The accountability process is top-to-bottom. The Authority and responsibility flow downwards, but accountability flows upwards. Employees report upwards to their managers, who then report to the superior authorities. Accountability ensures that delegation does not become careless. It means that the employees must know their work and deliver the expected results. Accountability helps to keep discipline strong, improve performance, and assist an organisation in meeting its objectives without neglect. Download Elements of Delegation PDF The importance of delegation of Authority is efficiency, increasing the employees sense of empowerment, and allowing the manager to focus on strategic goals. Several benefits are reaped in an organisation that practices effective Delegation. Delegation reduces the burden on management since they focus more on essential tasks. Delegationrkers are allowed to take care of routine work, thereby increasing Efficiency. When work is spread evenly, organisations operate in an orderly manner. The employees can handle the tasks assigned to them with delegation training. This means achieving deadlines and maintaining quality. Delegation of Authority enables employees to learn. They become exposed to decision-making, problem-solving, and leadership. This way, they help grow their careers and professional development. The more employees receive tasks, the more they believe in their skills. Organisations that give their employees an opportunity to grow build a better workforce. The completion of tasks is fast when managers delegate work effectively. Higher Productivity and performance by the organisation result from this. Employees work effectively when they understand their roles clearly. Delegation eliminates unnecessary delays in decision-making. A well-delegated system ensures that no individual is overburdened. Delegation gives rise to responsibility and trust within a team. The employees will feel valued and motivated to contribute more effectively. Trust between the managers and the employees creates a positive working environment. The employees are made to take the initiative in their roles. A trusting workplace leads to more cooperation and job satisfaction. Employees develop skills necessary for future leadership positions by handling delegated tasks. It creates a pipeline of capable managers within the organisation. Leadership skills such as problem-solving, decision-making, and communication improve through Delegation. Organisations that delegate effectively build a future-ready workforce. Employees who gain leadership experience through Delegation can confidently take on higher responsibilities. What are the elements of Delegation? Authority, responsibility, and accountability are the elements of Delegation. Work will be done efficiently through these three factors. The delegation will perform their duties to the fullest extent. Management has to have a balance between these three so that workflowDelegationthly. Which of the following is not an element of Delegation? Motivation and leadership are essential for management but are not the primary compDelegationdelegation. The three essential elements persist: Authority, responsibility, and accountability. Delegation refers to an action that assigns a job to an individual below and gives them adequate Authority for their subordination. It will be relevant and answerable if it is satisfactorily completed. It will facilitate the distribution of worDelegationease the organisations Efficiency. How does Delegation of Authority benefit an organisation? Delegation of Authority saves time, increases employees responsibility, develops decision-making, and ensures the proper utilisation of time. It helps managers concentrate on extensive work while employees handle day-to-day work. What are the three elements of Delegation? The three elements of Delegation are Authority: Delegation right to decide., Responsibility: The onus of task fulfilment. Accountability: Duty of accountability. As we grow in our professional careers, our level of responsibility eventually outpaces the number of hours in our day. This is why managers are assigned staff. One of the benefits and responsibilities of management and supervisory positions is the delegation of certain tasks to subordinates.anyaberkut / iStock / Getty Images PlusIn a previous post, we discussed how to identify the tasks that are appropriate for delegationthe what. Here, we touch on an aspect of the how and look at the important distinction between delegating authority as opposed to responsibility.A common statement and concept within the study of management is thatalthough you can delegate authority, you cannot delegate responsibility. What does this mean exactly? Lets look at each part individually.AuthorityAuthority refers to the mandate given to an individual to take certain actions. It may include the ability to spend work time a certain way, to have access to certain resources, or even to dictate the activities of other employees. Essentially, authority is a means of accomplishing a task by means of being granted certain permissions.ResponsibilityResponsibility refers to the ultimate owner of a project, task, or course of action. The responsible party has to answer for the end result, good or bad. Even though the leader may be far-removed from the day-to-day activities, he or she is in charge of the entire process and needs to be accountable for the results. Zuckerberg ExampleA great recent example that illustrates the difference between delegating authority and delegating responsibility is seen in remarks made by Facebook CEO Mark Zuckerberg following intense scrutiny over the social media giants role in the spread of fake news in general and surrounding the 2016 presidential election specifically.Speaking with reporters in one interview, Zuckerberg used the word responsibility 17 times,according to Fortune. At one point, Zuckerberg also said, I started this place. I run it. And I am responsible for what happens here.Now, lets be realistic. Facebook is a multibillion-dollar corporation with over 25,000 employees. Virtually every task in the company is delegated to someone other than Zuckerberg, from entry-level software developers to top executives. But his statement makes clear that he recognizes that, as the leader of the company, he is ultimately responsible for everything that goes on there.The concept of delegating authority while maintaining responsibility is difficult for some new managers to grasp, and it can be tempting to try to blame subordinates for failures.This is a terrible habit, and managers should be trained from the outset on their continued responsibility for everything within their purview regardless of any decision to delegate. Delegation is the process of assigning authority, responsibility, and tasks to individuals or teams within an organization. It involves transferring decision-making authority from managers to their subordinates, empowering them to make decisions and take action within their assigned roles. By delegating tasks, managers can focus on higher-level responsibilities and strategic decision-making while their subordinates handle operational or specialized tasks. Delegation includes elements, such as authority, responsibility, accountability, and effective communication. It brings several benefits, including increased productivity, skill development, empowerment, improved decision-making, and succession planning. Effective delegation requires considering factors, like employee competence, workload capacity, and task complexity, along with providing adequate support and feedback for successful task completion.Process of DelegationThe process of delegation involves the following steps:1. Determination of Results Expected: Managers begin by clearly defining the desired outcomes and objectives that need to be achieved through delegation. This step involves setting specific and measurable targets aligned with the organization's goals. It provides a clear focus for the delegation process and ensures everyone understands the expected results.2. Assignment of Duties: Once the results are determined, managers identify specific tasks and responsibilities to be delegated. It is important to match the duties with the skills, capabilities, and interests of the individuals or teams involved. Clear instructions and guidelines should be provided to ensure a shared understanding of the assigned duties and expectations.3. Granting of Authority: Delegation goes beyond task assignment; it also involves granting the necessary authority to carry out the assigned tasks effectively. This includes decision-making power, access to resources, and the ability to take necessary actions within defined limits. Granting authority empowers individuals or teams to make decisions and exercise discretion in fulfilling their responsibilities.4. Creating Accountability for Performance: To ensure accountability, managers establish clear lines of responsibility and hold individuals or teams accountable for the proper performance of their delegated duties. This includes setting performance standards and metrics, regularly monitoring progress, providing feedback and guidance, and evaluating outcomes. Accountability fosters a sense of ownership and motivates individuals to perform at their best.Obstacles to DelegationWhile delegation is crucial for organizational efficiency, several obstacles can hinder its effectiveness. These obstacles can be categorized into three groups:SuperiorSubordinateOrganizationObstacles on the part of the DelegatorThe obstacles to delegation on the part of the delegator (manager) can be summarized as follows:Desire for Authority: Some managers may have a strong inclination towards maintaining authority and control. They may exhibit autocratic tendencies and prefer to have full control over decision-making processes, limiting the empowerment of their subordinates.Perceived Indispensability: Certain managers may believe that they possess unique skills and expertise, making them feel irreplaceable in handling certain tasks. Consequently, they may hesitate to delegate authority, fearing that others won't be able to perform as well as they can or provide fresh perspectives.Incompetence and Fear of Exposure: Managers who lack competence in certain areas may be hesitant to delegate authority. They may have flawed work methods and procedures and fear that delegating tasks could expose their limitations or result in negative feedback.Risk Aversion: Some managers may be risk-averse and reluctant to delegate authority due to concerns about potential mistakes or wrong decisions made by their subordinates. They may prefer to take all decisions themselves, avoiding any perceived risks associated with delegation.Lack of Confidence in Subordinates: Managers may have reservations about the capabilities and reliability of their subordinates, which can hinder effective delegation. Doubts about subordinates' skills and trustworthiness may lead to hesitancy in assigning them significant responsibilities.Inadequate Direction and Guidance: Managers who struggle to provide clear directions and guidance to their subordinates may find it challenging to delegate authority effectively. This could indicate a lack of understanding of the principles and best practices of delegation.Insufficient Controls and Monitoring: Effective delegation requires appropriate controls and monitoring mechanisms to ensure that delegated authority is being used appropriately. Managers may be hesitant to delegate authority if they lack the means to monitor and evaluate the proper use of authority by their subordinates.Obstacles on the part of the DelegateeSometimes, subordinates may hesitate to accept delegated authority for various reasons. These are some common factors that contribute to this reluctance and find ways to address them:Lack of Self-Confidence: Subordinates may doubt their abilities and feel unsure about taking on delegated tasks. They worry about making mistakes or not performing well enough. It's important to provide support and encouragement to boost their confidence and help them realize their potential.Dependency on the Boss: Some subordinates prefer to rely on their boss for decision-making. They feel more comfortable being guided and spoon-fed by their superiors instead of taking independent action. To encourage delegation, it's crucial to promote autonomy and empower subordinates to make their own decisions.Fear of Criticism: Subordinates may be afraid of facing criticism or negative feedback from their boss. This fear can hold them back from accepting delegated authority. Creating a safe and supportive environment where mistakes are seen as opportunities for growth can help alleviate their concerns.Heavy Workload: When subordinates are already overwhelmed with their current workload, they may be hesitant to take on additional responsibilities through delegation. It's essential to ensure a fair distribution of tasks and provide adequate support to prevent burnout and promote a healthy work-life balance.Lack of Support and Resources: Subordinates may feel reluctant to accept delegation if they don't have the necessary support, resources, or tools to fulfil their responsibilities effectively. It's important to provide them with the required training, guidance, and access to resources to set them up for success.Lack of Incentives: Subordinates may be more motivated to accept delegation if they see tangible incentives or rewards associated with it. Recognizing and appreciating their efforts, providing opportunities for growth and advancement, and creating a culture that values and acknowledges their contributions can encourage their active participation.Obstacles on the part of the OrganizationSometimes, a delegation of authority can face obstacles due to weaknesses in the organizational structure. Some of these weaknesses in a simpler way:Inadequate Planning: When there is not enough careful planning, it becomes hard to figure out who should have the authority to delegate tasks. Unclear goals and strategies can make delegation difficult.Confusing Authority: If authority is split among different people or departments and not clearly defined, it can cause confusion and conflicts. When everyone has their say, it's hard to delegate effectively.Lack of Clear Command: When subordinates receive instructions from multiple superiors without a clear chain of command, it can lead to confusion. They may struggle to know who to listen to and have trouble making decisions.Poor Control Techniques: Without proper ways to control and monitor delegated tasks, it's tough to know if things are going well. This can lead to a lack of accountability and make delegation less effective.Not Enough Competent Managers: When there's a shortage of skilled managers or supervisors, it becomes challenging to delegate authority effectively. Competent managers are important for guiding and supporting subordinates.Unclear Authority Relationships: If it's not clear who has the authority in the organization, it can create confusion. Subordinates may not know who to report to or ask for help, which can slow down delegation.Lack of Trust: When there's a lack of trust among people or departments in the organization, it can make delegation harder. Subordinates may be hesitant to accept delegated authority if there's a sense of distrust or lack of teamwork. Every important and small business decision fall as a single responsibility onto your shoulders when you run an enterprise. Sounds exhausting, right? The solution lies within Delegation of Authority systems. A good leader recognises that success requires sharing key routines through assigning correct responsibilities to team members they trust. In this blog, we'll explore the meaning of Delegation of Authority, its key components, and the steps for effective delegation in management. By the end, youll gain a clear understanding of how delegation enhances efficiency, empowers teams, and drives long-term business success. Table of Contents 1) What is Delegation of Authority? 2) Essential Components of Delegating Authority 3) How to Delegate Responsibility? 4) Steps to Effective Delegation in Management 5) What are the Advantages and Disadvantages of Delegation of Authority? 6) Can Authority be Delegated But Not Responsibility Explain? 7) Conclusion What is Delegation of Authority? Delegation of Authority is the process of assigning responsibility and granting the necessary power to subordinates to complete specific tasks. It allows managers to distribute their workload, ensuring efficient operations within an organisation. For example, A Project Manager assigns a team lead to oversee a new IT implementation. The team lead receives the authority to coordinate with developers and ensure deadlines are met. However, the Project Manager remains accountable for the overall project success. This dynamic is similar to Delegated Legislation, where authority is transferred for specific tasks while retaining overarching responsibility. Effective delegation improves organisational performance, strengthens leadership, and enhances teamwork. Essential Components of Delegating Authority The essential elements of Delegation include such fundamental attributes that enable the organisation to perform the responsibilities effectively. Here's a detailed exploration: Authority Authority is a term which denotes the power or rights to someone who can decide, give commands and take actions within a defined area. It implies emboldening the employees to execute delegated tasks wisely. Well-defined Authority lines of superiors and subordinates help individuals to identify decision-making limits and make informed choices within them. Improve your Leadership Skills through our Leadership Skills Course! Responsibility Responsibility requires one to exercise the duty of doing what one is assigned or expected to do for a desired outcome. It is important for people to know what they are commissioned for and get it done once they are delegated their tasks. This requires spelling out objectivity, team members assignments and deadlines respectively. It will be effective to select people for tasks by considering their skills, aptitude, and availability, making sure that responsibilities are aligned with competencies. Accountability Accountability means that the one who delegates the tasks need to be responsible, including in both success and failure situations. Although employees are empowered to make decisions, conduct operations and take actions within their defined boundaries, they are responsible too for the results of their actions. This accountability leads to the culture of ownership, and people end up accepting responsibility, taking pleasure in what they do and seek excellence. It is significant for the delegated tasks to have transparent communication channels that clearly state the performance expectations and evaluation criteria for accountability. Improve your decision making through our Decision Making Skills Training Course. How to Delegate Responsibility? Heres how one delegate responsibilities: 1) Departments A qualified employee should receive authority to supervise an entire department from managers. A CEO using delegation can give marketing department authority to their Marketing Director who assumes oversight responsibility for daily operations while making essential choices to instruct their workers independently. When executives focus on corporate-wide strategies the department leaders take charge of developing. 2) Projects The practice of project-based delegation entrusts complete ownership of individual projects to teams or individual employees. The marketing director hands over an advertising campaign assignment to a Project Manager who follows by creating a team consisting of copywriter's designers and analysts to oversee execution. Team expertise determines what extent of delegation will be delegated. 3) Decision-making Organisations streamline their operations by letting managers transfer decision-making options to qualified team members. The marketing director grants decision-making authority to their assistant to make employee hiring decisions which lets them hire new team members without the need for approval for each choice. Senior leadership directs attention on strategic matters while receiving timely necessary decisions through this approach. 4) Analysis Organisational Managers frequently need specific analytical data prior to making their strategic choices. Managers successfully gather accurate relevant data through employee-assigned tasks for research and analysis. Marketing Project Manager delegates research on demographic statistics to one team member who will assist with upcoming advertising campaign development. 5) Administrative Processes The company benefits from distributing administrative processes to staff members whose expertise matches these assignments. Within a marketing department the manager will order their marketing assistant to engage in social media analysis such as tracking campaign metrics and responder duties. When assigned routine administrative duties senior workers have time to concentrate on complicated strategic work requirements. Steps to Effective Delegation in Management Effective Delegation in management involves a systematic approach to assigning tasks, empowering employees, and ensuring accountability for outcomes. Here are the steps to achieve successful Delegation: Strategise and Ready Yourself Begin with assessing the tasks and identifying the ones that can be delegated. Consider aspects that include difficulty, urgency, and attributes of team members. Prepare the task descriptions, objectives, and the deadlines for the tasks that you will delegate. Make sure that you make the expectations clear for the delegate. Open Dialogue on Delegated Tasks As you delegate tasks to the individuals, communicate with them. Concisely define the goals, actions, and decision-making powers stemming from the Delegation of duties. Be open to questions. Make available the necessary materials and help where needed to ensure comprehension and agreement. Set Clear Deadlines for Completion Declare deadlines for completing delegated activities according to their level of importance and urgency. The deadlines help keep procrastination at bay and facilitate the completion of tasks on time. Set deadlines concretely and aid where necessary to comply with them. Define Authority Levels Clearly Mark the boundaries of the scope of Authority allowed to individuals in connection with their activities to be performed under the Delegation. Define clearly their scope of responsibility, limit their Authority by the restrictions or boundaries which are imposed. It eliminates the confusions and makes sure that the takeaways of the decision are in line with the objectives of the business. Incorporate Checkpoints for Progress Tracking Have checkpoints or shortcuts to track the progress of task Delegation. Often, assess and track the efficiency based on agreed milestones and dates. This helps you to highlight issues and challenges as early as possible and offer support or guidance so that deadlines are not missed or pushed further. Incorporate Checkpoints for Progress Tracking Upon successful implementing of the given tasks, conduct a retrospective session to clarify results, give feedback, and find lessons. Recognise accomplishments and rooms for improvement, as well as welcome open conversations to support future tasks. Through this debriefing, the team will grow with constant learning and self-improvement. What are the Advantages and Disadvantages of Delegation of Authority? When managers distribute tasks to their team members delegated authority improves work effectiveness and enhances organisational performance and employee development. When organisations delegate tasks workers develop their practical abilities and become more driven to succeed while advancing into positions of leadership. The Delegation of Authority carries various disadvantages when employees either fail to maintain proper communication or inadequate training results in inefficiency. Can Authority be Delegated but Not Responsibility Explain? Organisations can transfer authority to different roles, but ultimate responsibility stays with the authority who delegated it. A manager who gives work to a subordinate maintains accountability while giving the subordinate authority to make choices that will affect outcomes. Conclusion Delegation of Authority becomes a fundamental aspect of successful management, as it creates operational efficiency, boosts employee motivation and satisfaction, and guarantees the long-term success of the enterprise. The benefits of delegation are realized when effective leaders understand the key components and follow proven steps. By doing so, leaders can unlock the full potential of their teams, driving productivity, building accountability, and fostering a culture of collaboration. Authority delegation acts as a catalyst for organizational transformation, propelling teams toward prosperity while maintaining high performance in an ever-changing environment. Improve your leadership presence through our Executive Leadership Presence Training Course. Share copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. 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Authority level. Explain the meaning of delegated levels of authority and responsibility. Meaning of delegated levels of authority and responsibility. Delegated level of authority.

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