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**PRESENTATION
ON
DELEGATION OF AUTHORITY**

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DELEGATION OF AUTHORITY

- ▶ **Giving Authority to Subordinates**
 - ▶ **Assignment of Work to Others**
 - ▶ **Conferring Authority to Subordinates to Accomplish the Job Assigned**
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- ▶ **Delegate and Get Things Done –the Essence of Modern Management.**
- ▶ **Delegate and Things will be done is another Principle of Management**

“Delegation means Assigning Work to Others and Giving them Authority to do it” —F.G. Moore

“It involves Sharing of either Managerial Work or Operating Work between Manager and his Subordinates” —S. S. Chatterjee

“Delegation means Granting of Authority to Subordinates to Operate within Prescribed Limits” —Theo Haimann

DEFINITIONS

“Delegation is the Entrustment of Responsibility and Authority to another and the Creation of Accountability for Performance. It also refers to Conferring Authority to another, usually a Subordinate”

THREE ASPECTS OF DELEGATION

- 1. Assignment of Duties and Tasks**
 - 2. Grant of Authority**
 - 3. Creation of Obligation or Authority**
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- ✦ **Delegation develops Coordination & team spirit**
- ✦ **Reduces the Burden of Executives**
- ✦ **Development of Subordinates**
- ✦ **Provides Motivation**
- ✦ **Facilitates Expansion**

ADVANTAGES

(A) On the Part of the Superior/Boss

- 1. I Can Do It Better Myself-feeling**
- 2. Lack Of Ability To Direct**
- 3. Superior's Unwillingness To Delegate Authority**
- 4. Lack Of Confidence In Subordinates**
- 5. Psychological Barriers**
- 6. Fear Complex**

DIFFICULTIES IN DELEGATION

(B) On the part of the subordinates

- 1. Dependence on the boss for the decision**
 - 2. Fear of criticism**
 - 3. Lack of information and resources to do a good job**
 - 4. Lack of self confidence**
 - 5. Inadequacy of positive incentives**
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STEPS IN SUCCESSFUL DELEGATION

- × **Establish a Work Climate Free from Fear and Frustration**
 - × **Choose and Delegate Wisely**
 - × **Give Assistance**
 - × **Intelligent Planning**
 - × **Determine Decisions and Tasks to be Delegated**
 - × **Evaluate the Results Obtained**
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THANK YOU..
