

Paper –Principles and Practice of Management

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Topic- Guidelines for Effective Delegation

1. Before delegating authority, make the nature and the scope of the task clear.
2. Make the subordinate clearly understand the limits of his authority.
3. Give the subordinate some positive incentives for accepting responsibility.
4. Create a climate of mutual trust and good will. The subordinate will work much better if he has the freedom to Commit honest mistakes.
5. Let there be no overlaps or splits in delegation.
6. Do not make the subordinate accountable to more than one superior.
7. Train the subordinate properly. First be in front of him for check up and guidance and then be at his back to follow his performance.
8. Assign authority proportionate to the task.