5.5 READ THE ARTICLE AND ANSWER THE QUESTIONS

The author says delegating is always effective.
True ☐ False ☐ Not given ✓

1. You should think about who to delegate to.
   True ☐ False ☐ Not given ☐

2. You should follow your team's every step.
   True ☐ False ☐ Not given ☐

3. You should organize team-building activities.
   True ☐ False ☐ Not given ☐

4. Deadlines should always be flexible.
   True ☐ False ☐ Not given ☐

5. Your team won't appreciate negative feedback.
   True ☐ False ☐ Not given ☐

A problem shared… can be a problem halved

Getting your fellow team members involved in your daily tasks makes life easier for everyone, surely? But only when you know how to delegate effectively. In my experience, I've found it helps if you think about these four simple steps:

1 You need to think about who you're delegating to. Are they the best person for the job? What will they give, and what will they learn?

2 You don't have to follow your team's every step decision. But you should be communicative and offer advice. A supported team is an effective team.

3 You must set a clear deadline. Everyone needs to know when the project should end. Otherwise your project will lose its momentum.

4 You have to offer your team feedback. Everyone appreciates credit for success, but they also want to know what

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