

CAREER POWER-UP SERIES

FUTURE-READY MANAGERS

*You as a Manager:
Effective Delegation for Motivating and Empowering Teams*

10.06.2026



BEFORE WE BEGIN

Today's facilitator



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Manager, Learning and
Development
UN Women

Zoom – Housekeeping Rules



You are muted by default

The chat function is disabled.



Questions?

Please submit them through
the Zoom Q&A button.



This session will be recorded

The recording and presentation
will be available on:
[Future Ready Managers Series](#)

Today's Session Agenda

1. The impact of effective delegation as a manager

2. Key principles

3. Step by step approach

4. Reflection and plan for implementation

5. Q&A



Growing your team

DELEGATION

Why delegate?

- Helps focus on priorities
- Staff development and growth
- Improve team performance
- Motivates individual / team
- Fosters leadership
- Saves time in long run



DELEGATION – REFLECT ON YOUR EXPERIENCES

POSITIVE

**WHAT FACTORS HELPED
MAKE IT SUCCESSFUL ?**

Write in chat

DELEGATION – REFLECT ON YOUR EXPERIENCES

NEGATIVE

WHAT FACTORS WERE BARRIERS?

Write in chat

DELEGATION

COMMON BARRIERS

**LACK OF
PRIORITISATION**

**MICRO-MANAGEMENT - FEAR
OF LOSING CONTROL**

PERFECTIONISM

LACK OF TRUST

EFFECTIVE DELEGATION

RESPONSIBILITY

Delegating responsibility to deliver specific results around specific tasks/projects

Requires clarity of task, goals and objectives

AUTHORITY

Sharing a degree of authority and decision making

Requires clarity of decision making power and boundaries

ACCOUNTABILITY

Holding staff ,member accountable for individual task/project goals set but you as a manager are still accountable for overall results



Framework of steps for effective delegation

1. Identify task / project
2. Select individual / team
3. Explain reasons why important
4. Describe task/project and required results
5. Clarify and give person authority they need to do the job
6. Consider resources required
7. Agree deadlines and methods of check-ins / review
8. After delegation: Provide ongoing support, communication and feedback on results

Key steps

1. Identify task /project

Criteria

Strength, skills of you /others

Task that is recurring

You don't have time to do it

Development opportunity

Do I have time to delegate effectively?

Should I be delegating this?

2. Identify individual / team

Criteria

What are the reasons? What will they / you going to get out of it?

- ☐ Experience, knowledge, skill
- ☐ Work style
- ☐ Expectations – aspirations
- ☐ Workloads
- ☐ Gender, culture, diversity, disability factors



Key steps

3. Explain and discuss reasons for the proposed delegation

Why important? How it fits into bigger picture, the benefits for the individual

4. Describe task / project and results

Objectives, what is to be achieved, measures of success,

5. Clarify and give person the authority they need to do job

What are the lines of authority, responsibility and accountability?

To what extent can they make decisions and how?

Context – sensitivities?

Gender, cultural, diversity or disability issues?

Who else needs to know / involved?

6. Consider resources required

People, location, money, training, support



Key steps

7. Agree deadlines

When is the job finished?

Deadlines, priorities, checkpoints, methods of review

8. After delegating: Provide ongoing support, communication and feedback on results

Follow up times

Methods of feedback, coaching or mentoring

Focus on results – accept mistakes as part of learning

Balance space and freedom for the person to do the work, their way and your need to monitor





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Activity



Reflect on your work and team / staff you manage

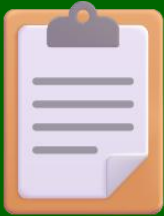
**Is there a task / project that you could delegate?
Make a potential plan to do this.**

Or

Review the way you are currently delegating. What steps might you take to improve your delegation?



Q & A



Share your feedback

Your feedback helps us improve the series.
Please take 2 minutes to complete the survey.

Participant survey: Future Ready
Manager - Career Power-up Hour



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Thank You!

See you at the next session!

