

Melody M. Protacio
a9UD77122

COURSE NAME:
The Importance of Delegating Responsibilities

Assignment Title:
Responsibility Finds Its Way

ATLANTIC INTERNATIONAL UNIVERSITY

Introduction

Responsibility is a role anyone can have in any industry. Whether a person is a student, a teacher, a worker or parents and guardians, we all have responsibilities. It is especially important to pay attention to your responsibilities and how you can do it thoroughly and successfully. Most of the time the future of an individual person depends on how he/she treats, welcomes and do the responsibility given. One cannot function effectively if there is not a responsibility assigned.

Responsibility defines your goals in your profession and future. Now, if someone is given the correct responsibility, then he can function according to his experience, strength and knowledge. If not, then it might be that the result of this person's performance can be poor or low. This result of such performance can or may affect the entirety of the industry where the person functions as an employee, a student or even as a family member.

But does this mean that every responsibility assigned to us is correct, proper and

exact in all aspect? Or do we have to know what type or responsibly must be tasked to us so that we will be able to function and become successful in our field and can help the youth who might depend on us in the future? And who determines what must our responsibility be and which type of people are allowed to give us the task that we are capable of doing?

Most of our duties must be delegated to us if not known yet. It is a lot better for a business or other industry to have a proper delegation of their employees' role in order to function properly and see success on each department if not the business on its entirety. Delegation of each worker's responsibility is very crucial if a business or industry wanted to succeed because this will help each other to grow internally and externally. One's company can also give a room for improvement, empowerment and professional growth. In return, the company or the business will grow properly which will lead to gaining more customers or clientele in return of good customer service due to responsibilities assigned and applied by each person.

Body of Assignment

Any business industry has an organizational pyramid. Leadership and learning must be working together in order to be followed thoroughly by the members of the organizations. Delegating assertively is also one way into gaining successful results. It is extremely effective to delegate tasks and responsibilities to members who are willing to succeed and become productive at work.

In order for a leader to assign a possible and workable task to an employee, one must know their employees well by reading their resumes on file, job descriptions, reaching out to the past managers or even talking to them individually to know more about their potential, abilities and skills they might not have shown on the job. This way, it will be more effective to assign responsibilities considering creating a plan, identify the resources you need, set a deadline, establish check points and determines risk and potential problems. You can also identify people who are potentially able to reach their deadline, consider the workloads if they are still able to accept a new task or not, and

check if they had succeeded before in their past employment. In the long run, you will see your employees' full potential and on the other side, you see the one's who are incapable of doing the job. If needed be, that you wanted to change the delegation, you must consider knowing what needs to be changed, offer support and resources, renegotiate timeline if needed and talk in person especially if the need is significant.

When encountering difficulties at your industry, you must be able to still manage responsibilities fairly well by making changes by supporting the company's goal, praise and recognize what the team have done for the company, consider how you can be of great help in and out to make the over all systems better.

Since delegating responsibilities fairly and effectively is very important, as a manager, you should consider developing your team by first knowing who are in your team, what have they done, what do they know, what could they do, and how could they do better and more effective. You may also give the employees internal training, external

training and after-hours training. And after doing these much, you may give incentives or rewards to your employees as a motivation to work more effectively and efficiently.

Giving regular feedback is also very important motivation to your employees.

Checking on how they are doing, what they need, what feedback you have for them, what feedback they have for you and a plan for improvement or development. In order for your employees to be motivated with their field of work, you as a manager would need to build your future management by having a regular meeting with your employee, create a plan, assign a mentor who could help more about their role, schedule for additional training and allow a hands-on practice. To have a more efficient team will not only create a successful company but will also value the human resources and their wonderful role in the society.

Conclusion

Delegation is a vital skill one should have especially those that are in the high ranking position. It is sometimes hard for this to be put into practice due to many reasons like the lack of confidence, the one-man-team thinking, the guilt feeling of

adding more work to an employee and some other factors relating to it. But for whatever reason, it is important to keep the skill and continue to put it in practice. It will not only help the company become successful and become a better industry, but will also elevate a worker's personality towards themselves and believe in what they can do instead of staying in their comfort zone. On the other hand, it will also screen those who are incapable of the job. Through job dispensation, everyone will benefit from each other, and their will always be a growth professionally and emotionally.

If you are aiming to manage a team one day, not matter the size, you must practice at aligning the right people with the right tasks and responsibilities to have a fruitful result.

Learning this course helps me in realizing how important delegation is even to oneself especially for learners like me who are adults. If I don not put enough responsibilities on my shoulders, then I won't be able to reach my full potential as a

learner and someday as a manager. This is a very important for me as a learner, a teacher, a daughter and most especially as a mother. Great responsibility comes with great power.

Bibliography

<https://online.hbs.edu/blog/post/how-to-delegate-effectively>

<https://www.youtube.com/watch?v=XCaDNtGy6-g>