

## More than my job's worth – a question of delegation

### Teacher's notes

#### Aim

To consider the difference between the tasks one is comfortable with delegating and the tasks one is uncomfortable with being delegated to do

#### What

Discussion and reflection

#### Interaction

Pair work

#### 1:1

Student is given a copy of the worksheet to complete and discuss with you

#### When to use

Any time after Part C

#### What you need

One worksheet per student

#### Preparation

Copy the worksheet so that there is one for each student.

#### Here's how

1. Ask the students to think about the kinds of tasks that they delegate and the kinds of tasks that their superiors delegate to them. How are these tasks different? Are they tasks that are boring and can easily be done by others (change a light bulb)? Or are they tasks which require someone that has more skill or know-how (translating a contract, organizing a team-building event) than you have?
2. Hand out a worksheet to the students. Ask them to read through the tasks and to think about which tasks they'd be happy to delegate. For these tasks, they should put a tick (✓) in column A. Make sure they don't write anything in column B until you ask them to.
3. Divide the class into pairs and tell them to compare each other's answers. Are they the same or different? Give them time to discuss each task – why would(n't) they delegate it?
4. Now ask the students to think about the tasks they'd be happy with their superiors delegating to them. For these tasks they should put a tick in column B. Again, when they finish, ask them to compare their answers with their partners.

**TIP** This activity should lead to plenty of discussion. Monitor the students as they speak. The emphasis here, however, is on communication so do not correct until the activity has finished.

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	A (✓)	B (✓)
1. Make a hotel reservation for a last minute business trip to Oslo		
2. Pick up an VIP business client, who has never been to your country before, from the airport		
3. Clear the email inbox after a long holiday		
4. Send Christmas cards to business partners and clients/customers		
5. Find a time for a team meeting that is agreeable to all participants		
6. Attend a briefing about a new EU directive for your industry		
7. Translate a contract from English to your language		
8. Go to a trade fair to see the latest technological developments in your industry		
9. Buy flowers for the wife's/husband's birthday		
10. Select new furniture for your office		
11. Call a potential new customer/client who you know speaks only English		
12. Phone a public service hotline to make a complaint about an incorrect invoice		
13. Change a light bulb in your office		
14. Go to the chemist for a remedy for an upset stomach		
15. Organize a team-building event		