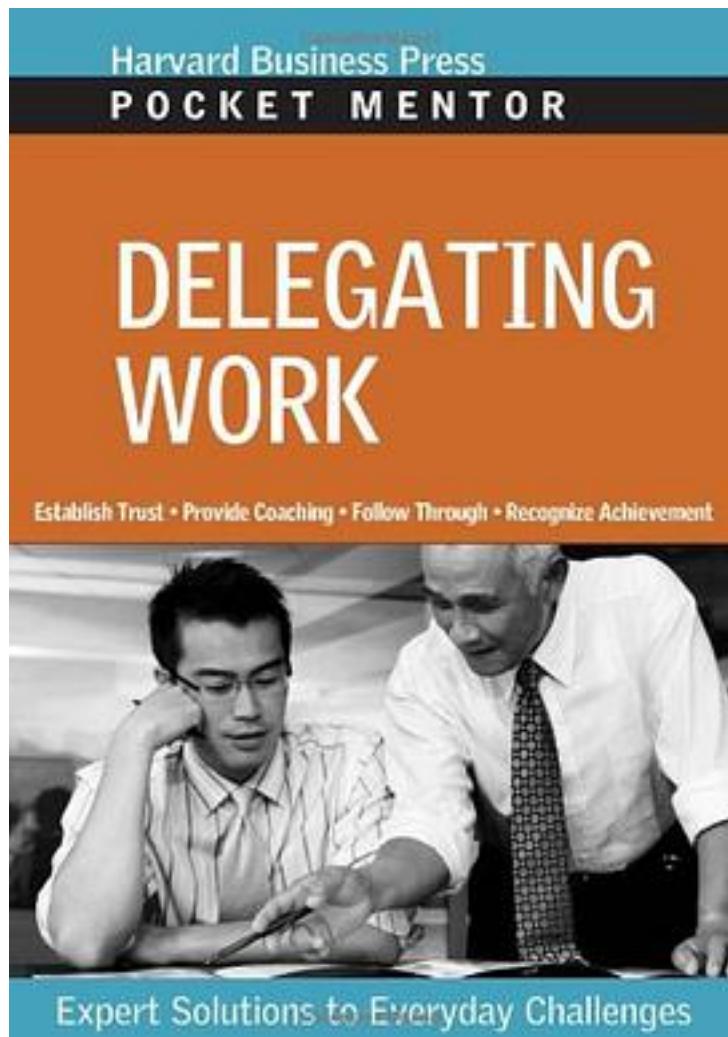


Delegating Work



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Is your in-box always full? Are you constantly working overtime on tasks that "only you" can do? If so, you could benefit from delegating some of your workload. This volume shows you how to:

- Â • Identify which tasks to delegate
- Â • Decide whether to delegate based on employee, task, project, or function
- Â • Identify the skills required for each delegated assignment
- Â • Make an assignment and monitor the work
- Â • Address problems with delegated assignments

作者介绍:

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