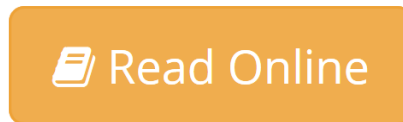


The Busy Manager's Guide to Delegation (Worksmart Series)

By Richard A. Luecke, Perry McIntosh



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Delegation amounts to a lot more than just passing work off onto subordinates. When handled correctly, it gives managers a chance to strengthen their departments by developing the skills and organizational competencies of their people. Filled with quick tips, exercises, self-assessments, and practical worksheets, this book presents an easy-to-master five-step process for effective delegation. Readers will learn how to:

- determine which task to delegate
- identify the right person for the job
- assign the task
- monitor progress and provide feedback
- and evaluate performance

The book shows readers how to set the stage for excellent results, what to do if things go wrong, and how to ensure that all their people benefit from the experience. This is a quick, comprehensive course on an essential-and sometimes overlooked-management competency.

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Richard A. Luecke is a business writer and entrepreneur. He is the author of *Manager's Toolkit, Coaching and Mentoring*, and *How to Become a Better Negotiator, Second Edition*.

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Both authors live in Salem, Massachusetts.

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