



# PWOC

*Protestant Women of the Chapel*

Materials:

- PPT with "I" list
- Chart paper and markers

## WORKSHOP: DELEGATION

*by Brenda Pace*

## LEADER'S GUIDE

**RELEVANCE:** The PWOC motto is, "We are Workers Together for Christ." God designed us to be interdependent in order to produce greater results for His glory. Delegating can free leaders to do the things God called them to do. It can protect leaders from burnout, and provide opportunities for others to grow in leadership.

**CONTEXT:** This training would be most effective for a PWOC Board, PWOC ministry team leaders, or Bible study leaders.

**TIME:** 40 minutes

**HOOK YOUR AUDIENCE:** (5 minutes)

*Invite someone in the group wearing shoes with shoelaces to come forward and stand on one side of you. Next, invite three volunteers to come forward and stand on the other side of you. Give the instructions that they must tie the one pair of shoes, but they must do it together.*

*Obviously this will be difficult to accomplish. It will also be difficult for the rest of the participants to see. Feel free to give the "play-by-play" of what is happening up front. Insert ideas from **The Bottom Line** (below) as the illustration is going on. The people tying the shoes will be engaged, work at bringing everyone else along for the ride.*

*When (or if) the group is able to tie the shoes, ask for observations. Summarize with **The Bottom Line** (below).*



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### The Bottom Line:

- **Some tasks I can and should only do myself**
- **Delegating is not about making people feel like servants of my agenda**
- **Delegating is not about trivial tasks that minimize contributions**
- **A leader must recognize which tasks to keep and which to give away**

### **MAKE YOUR POINT:** (10 minutes)

**Delegation is the act of entrusting an activity or task to another person. It is a necessary skill for every leader to develop. Read the quote on delegation and mark anything that stands out to you:**

*If you and I die, or move on from our present ministry, and we do not have other leaders trained and ready to take our place, then we have not been good leaders. Period. The truest test of a leader is not simply the success of the mission, or the number of followers, but the number of others whom she attracts, develops, empowers, and enables to be leaders. Great leaders develop more leaders; they multiply themselves continually and intentionally. And one of the primary ways they do so is through delegation. From Embers to a Flame by Gary Reeder & Harry Swavely*

### **What are your thoughts or insights?**

*Allow individuals from your group to share their ideas. Make sure to stay positive and work to “reframe” any answers that you feel are off-target. You want your learners to feel they have a voice and can make a positive contribution to the discussion.*

**Delegation is key and essential to leading effectively now, and developing leaders for the future. So, what keeps leaders from practicing delegation? After a few responses, share the following list:**

*Again, allow responses from various individuals. Encourage those who have not participated to jump in the conversation, but be careful to not put anyone “on the spot.” If they choose not to partake, respect that decision. Silence does not necessarily mean that learning is not taking place. You want your learners engaged but not uncomfortable.*

- I don't want to give up anything. I like what I do.
- I would feel like a failure if I delegated tasks.
- I like being busy. It makes me look important.



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- I like to be in control.
- I don't know if I can trust anyone to do things correctly.
- I'm afraid people will overstep their bounds if I delegate.
- I don't have the time to invest in training someone.
- I know how I want it done.
- I'm afraid someone might do a better job than me. That would make me look bad.\*<sup>1</sup>

### What do these reasons not to delegate have in common? ("I")

*The Bottom Line: Too often a leader does not delegate because of **time** (I'm too busy); **pride** (I'm too insecure); or **fear** (I don't want to take the risk).*

### **ENGAGE YOUR LEARNERS:** (20 minutes)

**In a small group of three and no more than four people read Exodus 18:13-26 and list the principles you discover about delegation.**

*Working in a small group gives everyone a voice. Float between the groups to make sure conversations are on-target and also to help put participants at ease. Reinforce and encourage constructive dialogue. This will help the small groups be more confident to share their ideas with the whole group.*

*Allow time to share their discoveries being sure they include:*

- Delegating avoids burnout
- Delegating increases productivity
- Delegating allows leaders to operate in God given strengths and calling
- Delegating builds trust
- Delegating develops skills
- Delegating promotes responsibility

**In your same small group, come up with some simple steps to effective delegation. List the steps on the chart paper provided.**

*Again, float among the groups and offer direction and encouragement. Let them do the majority of the work. Your job is to guide not to take over.*

*Allow groups to report making sure the following steps are included:*

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<sup>1</sup> Adapted from [www.mintools.com](http://www.mintools.com)



- Define the task
- Assess ability and needs
- Explain the reason
- State required or expected results
- Provide necessary resources for success
- Agree on deadlines
- Support and communicate
- Provide feedback on results

**APPLY IT TO LIFE:** (5 minutes)

**Think about it: If Jethro was here to observe you carrying out your leadership tasks, what might he say to you?**

**Take a moment and think about the tasks you will need to carry out in your current leadership role in order to finish well. What are tasks you could or should delegate? List them on the paper provided.**

**Ask the Lord to help you be a leader who is not afraid to delegate because of insecurity, busyness, or fear of risk.**

*You may choose to have your participants share their list with a partner or with their small group (only if they are comfortable in doing so). The partners or groups can take time to pray together and can become an informal point of accountability for following through with delegation goals.*

*Close the session with a prayer of blessing from Psalm 20:4-5:*

**May He give you the desire of your heart  
and make all your plans succeed.  
We will shout for joy when you are victorious  
and will lift up our banners in the name of our God.  
May the LORD grant all your requests.**



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