

Stress coping Strategies

Ask for help or Delegate

It's not a sign of weakness to ask for help. It's a sign of weakness to struggle on knowing you need help but won't ask for it!

It's important to know your own capabilities and those of your colleagues and it's really important to know who you can ask for help – you shouldn't overload anyone else.

Effective **delegation** is a skill. Many people find it difficult to delegate a task, feeling that only they can do it properly! You may need to find time to train someone to help you, but once trained, they may even be able to do the task better than you, they may even adapt and improve how you do it – and this is to be encouraged, it's a good thing – don't feel threatened by it!

When you delegate a task or ask for help you must be very careful to explain what you need doing, what you're expecting the end result to be and how long you expect the task to take. When you give a task to someone for the first time they will most likely need your help and they will probably make mistakes while they learn exactly how to do it, but this is to be expected – you will have to be patient with them, remember how you managed when you first learnt how to do it. And if you expect too much they will be scared to ask for your help and make more mistakes – that's down to you, that will be your fault, not theirs!

Asking for help isn't a sign of weakness. If you think you need help find out who you can ask. You may need to ask a manager but always explain why you need help – it could be that you're overloaded, or it may be that you need training. Always be aware that the person who helps you will have their own work to do as well, so make sure you are not going to overload them!

And if someone helps you, make sure you thank them and give credit where credit's due. Make sure they know you appreciate their help – that's just good manners, but you never know when you may need to ask for their help again.

Articles on successful delegation at:

http://www.mindtools.com/pages/article/newLDR_98.htm

<http://www.businessballs.com/delegation.htm>

<http://www.dirjournal.com/guides/how-to-delegate-effectively/>

<http://artofmanliness.com/2010/02/23/leadership-the-importance-of-knowing-how-to-delegate/>



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