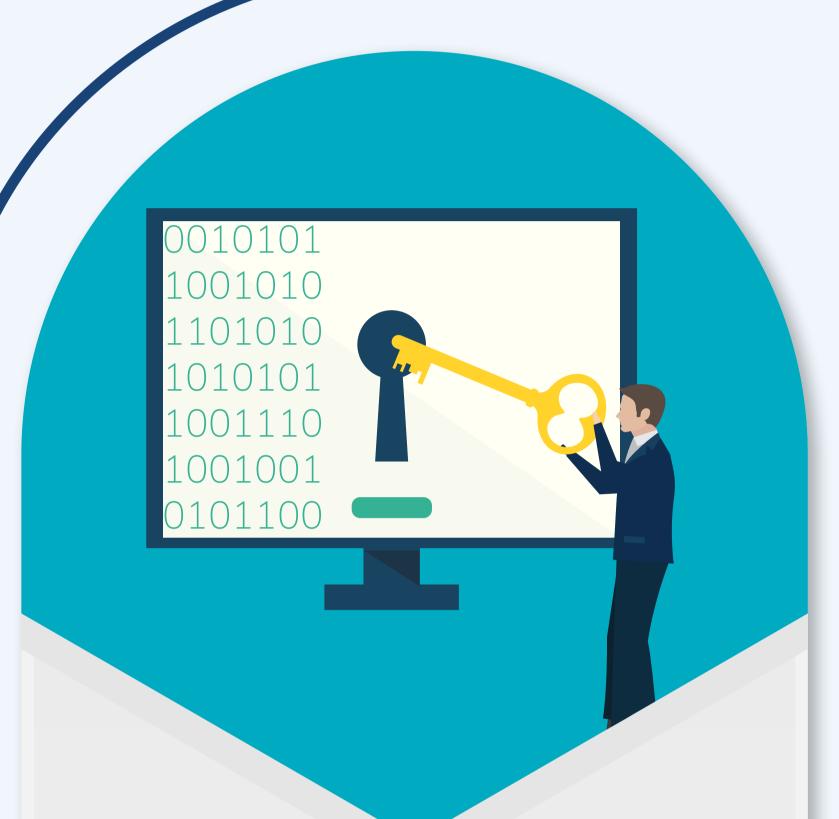


WHAT IS A DELEGATION OF AUTHORITY?



A delegation of authority is the assignment of responsibilities to various employees. This reduces bottlenecks by dividing responsibilities between multiple stakeholders.



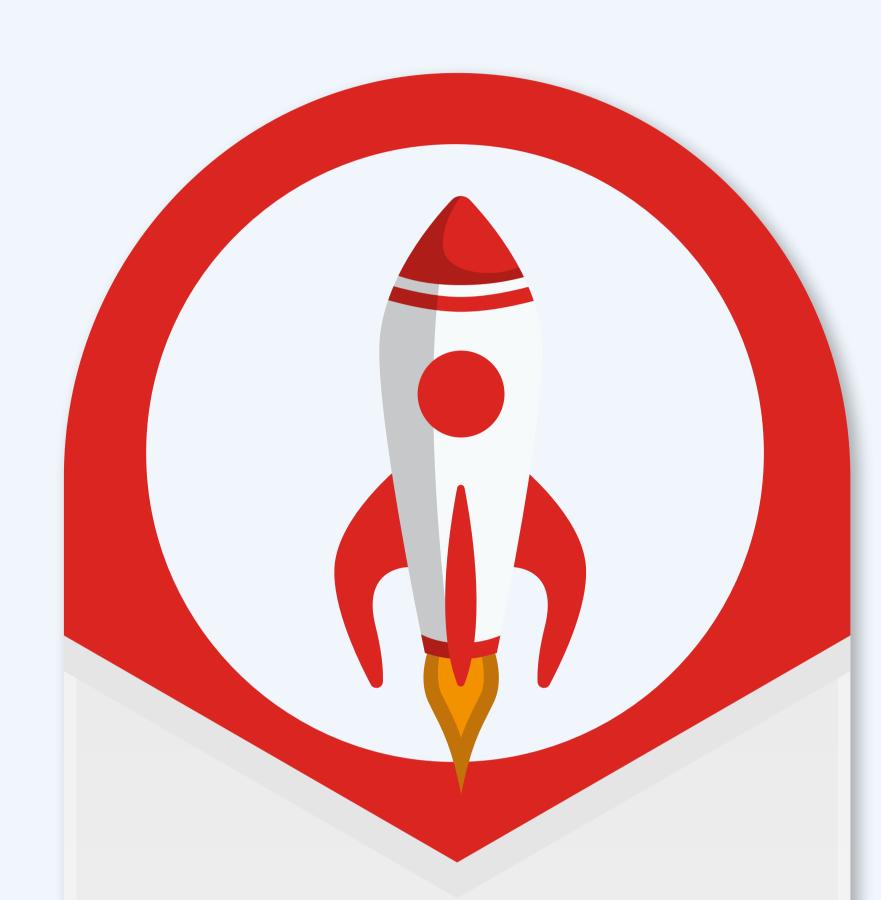
A delegation of authority minimises workloads by assigning routine work and decisions to subordinates, thus allowing senior employees to focus on strategic business functions.



Delegating authority and responsibilities to employees on the basis of their abilities and knowledge will equip a business to make the right decisions.



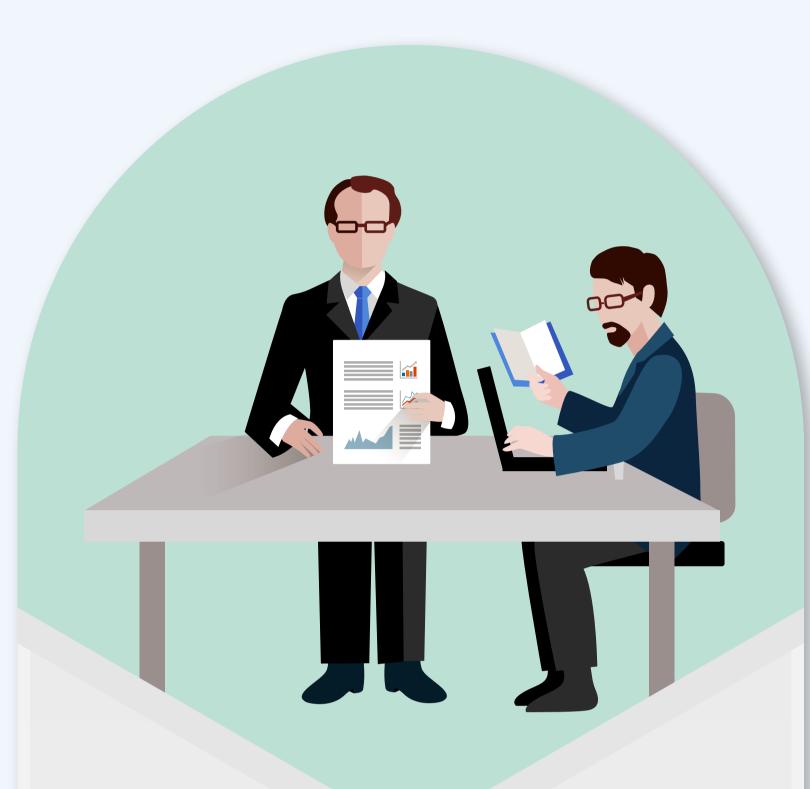
Delegating authority
ensures that
decision-makers
operate within their
areas of expertise. This
results in quicker and
better decisions taken
within a formal
leadership structure.



Delegating authority also means decision-makers get to decide on matters within their areas of expertise, while operating within the broader structures created by senior management.



Tasks that can be performed better by others should be delegated. It is important to understand the values and characteristics of those who perform well in order to delegate authority to them.



By delegating authority, MSMEs can ensure employees are held accountable for the tasks they are required to do, while fostering trust in those who are effective in performing their responsibilities.