

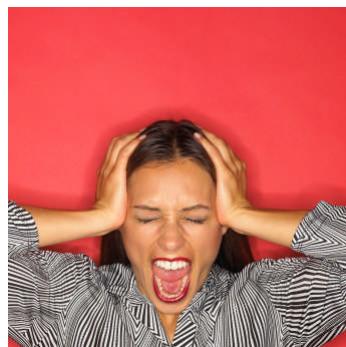
NEWSLETTER

IT'S EASIER TO DO IT YOURSELF!

Delegation of responsibilities or getting things accomplished through others is a skill that all managers need to practice successfully or consistently. The all too familiar cry, "It's easier to do it myself" results in burned out managers who feel responsible for everything and demoralized subordinates who feel their bosses fail to assign them greater responsibilities. Here are a few tips on delegation.

1. Take the time to train people to do tasks that can be delegated. It is easier to delegate when you feel confident that the work will be done satisfactorily. Don't stretch subordinates with work beyond their capability. For more tips continue to page two.

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I just can't do everything myself!

MEMBERS ONLY PAGE ON WEB

Check out our web site! The address is www.workforceperformancegroup.com It's a great place to learn about our services. The "Members" page is available to you if your organization has been a client of the Workforce Performance. To get your password email Iwenger@WorkForcePerformanceGroup.com The Members page includes material from selected presentations and workshops.

Quote of the Month

Destiny is not a matter of chance. It is a matter of choice. It is not a thing to be waited for but a thing you achieve." William Jennings Bryan

THE HIGH COST OF TURNOVER

Recently Rutgers University completed a staffing study for the NJ Association of Community Providers. The study reported that the average turnover rate for organizations providing services to persons with disabilities in New Jersey was 30%. Further the study reported that the cost per incident was \$7,000. There are 250 group homes for the developmentally disabled in New Jersey each with approximately eight staff. That translates the statewide cost of turnover is over \$4,000,000.

What does turnover cost your organization in actual dollars. How about stress and loss of quality? Email Iwenger@WorkForcePerformanceGroup.com and tell us what you think and what your organization has done to reduce turnover and increase retention!



The cost of turnover per incident at New Jersey group homes serving person with disabilities is \$7,000.

IT'S EASIER TO DO IT YOURSELF BUT cont'd

2. Remember there is always more one way to effectively complete a task. Your subordinate may help you see a way to "work smarter."
3. Match the person to the job requirements. Don't dump jobs that you don't like to do. The result will not be positive for anyone.
4. Keep your own needs for perfection in check. If your attitude is that "no one else can do it better than I can," you can't delegate successfully.

If you have difficulty delegating here's what JA Bucciarelli in *Leaders are Made* recommends:

1. Are you short on time? Assign it!
2. Does it really require you? Assign it!
3. Will not doing the task injure your reputation? Hand it off!
4. Does the task really require your personal supervision and attention?
5. Does anyone else on the team have the expertise? Give them the opportunity.
6. Will a team mate benefit from taking on the task? Delegate it!

Strong leaders delegate! You will achieve your goals and contribute to other's personal growth.



Strong leaders delegate to achieve their own growth and contribute to other's

CDs AVAILABLE

Teleconference CDs are available for \$8 each. To order call 877-872-6195

1. Dr. Robert Schram discusses Medication Errors
2. Dr. Regis Lazor discusses the basic techniques of successful behavior management.

PROGRESSIVE AGENCIES INVEST IN STAFF DEVELOPMENT

Human service agencies often allocate budgeted funds for capital needs such as vehicles or furniture or computers but when it comes to resources to develop staff - the most important asset of any organization funds are often scarce.

WorkForce Performance Group applauds the agencies who do invest in staff development. Our web site list agencies who use our services. It is an elite progressive group. Check it out!

"What we have learned talking to hundreds of leaders and their followers is that leaders need vision, purpose and energy. To be a great leader you need to understand your differences - your strengths and weaknesses and crucially how to adapt these qualities to context."

Bob Goffee & Gareth



Larry

Have a great summer the WorkForce Performance Team

Larry, Annie & Tracy



Annie