



How to Delegate Effectively Using the LAUGH Framework for AEC Professionals

Presented for:



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Learning Objectives

- What is delegation?
- Why is delegation important?
- Why do people fear delegating tasks?
- Use the delegation framework: **LAUGH**
- Use tools for delegating



It will be quicker if I just do it myself



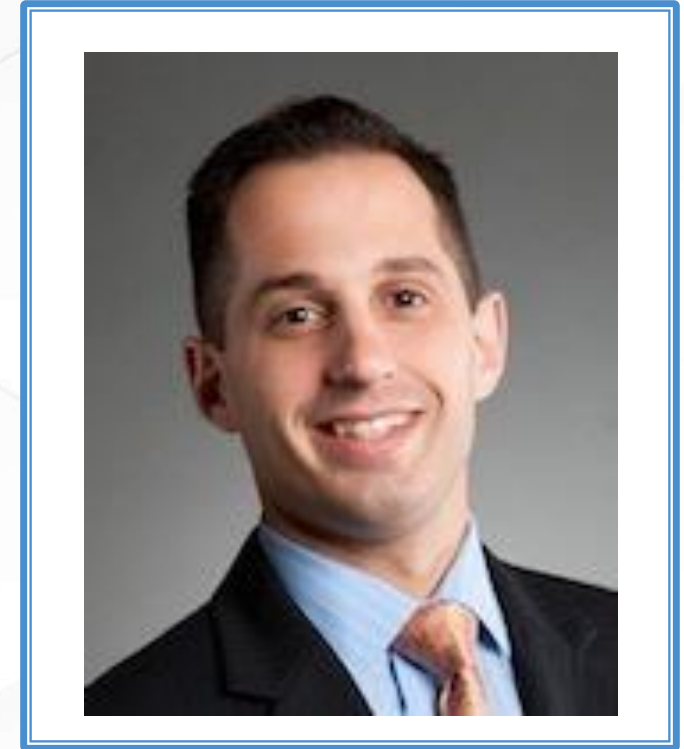
It will be quicker if I just do it myself



“It will be quicker if I just do it myself.”

Introduction – Anthony Fasano, PE

- B.S. & M.S. in Civil Engineering
- Licensed Professional Engineer
- Found success at a reputable firm at a very young age
- Attended iPEC – the top ranked executive coaching school in the world
- Wrote the best-selling book *Engineer Your Own Success* and started providing career coaching and speaking services to engineers



Activity

What best describes your ability to delegate at this point in time?

- a) I don't have a team I can delegate to right now.
- b) I have someone or a team of people I can delegate to, but I haven't started delegating yet.
- c) I do have someone or a team of people that I can delegate to, and I do delegate on a regular basis.

What is Delegation?



To give or commit duties or power to another

Why is delegation important?

A collection of paper boats on a light surface. One boat is red, while the others are white. The red boat is positioned in the lower right foreground, slightly to the right of the center. The white boats are scattered around it, some in the foreground and some in the background, creating a sense of a group or a fleet. The lighting is soft, casting gentle shadows on the surface.

**Delegation is
critical to becoming
a strong leader in
this industry**

**Delegation
helps you
maximize your
own
productivity
and value**



Activity

What prevents managers from delegating?

Why Managers Don't Delegate

1. Feel that it's simpler and quicker to do it themselves
2. Resent seeing someone else get the credit
3. Fear that their team might not be able to handle it
4. Suspect that their staff is already overworked
5. Can't let go
6. Fear that their supervisor might think they are incapable

When & What to Delegate?

Ask yourself...

1. Am I regularly logging extra hours at the office (or whenever I work) while my team leaves home on time (or is not working)
2. Does my work backlog consist of several items that can't start without me?
3. Am I regularly doing things I am not good at?
4. Am I regularly performing tasks that seem to be way below my pay grade?





It will be quicker if I just do it myself



It will be quicker if I just do it myself



What to delegate...



How to Delegate: LAUGH

Delegation Framework - LAUGH



L – Let go



What could I be working on if I delegated 30% of my tasks?

A hand with dark nail polish is holding a yellow sticky note in the bottom right corner. The background consists of a grid of nine yellow sticky notes on a light-colored wall. A semi-transparent white banner is overlaid across the middle of the grid, containing the text 'A – Assign Achievable Tasks' in a bold, dark blue font.

A – Assign Achievable Tasks

✓ Mark Complete



🔒 This task is visible to its collaborators and members of Marketing.

Make public

[Blog] Asana tips: When and how to use subtasks

Assignee

 Daniela

Due date

 Nov 17

Projects

■ Blog calendar Drafting ▾

Priority

High

Description

Subtasks help teams know who's doing what by when. Learn how to use Asana subtasks to distribute work, split tasks into individual components, and stay connected to the overarching context of the parent task.

Subtasks

Write

- ✓ Complete first draft Nov 9 – 10 
- 📁 Review first draft Nov 11 
- 📁 Revise Nov 12 
- 📁 Final copyedit Nov 13 

Publish

- ✓ Header image for Asana tips: When and how to use subtasks blog Nov 11 – 13 
- 📁 Stage & QA blog Nov 16 
- ✓ Publish post Nov 17 
- ✓ Share on social media Nov 17 

+ Add subtask



Ask a question or post an update...



Collaborators     +

🔔 Leave Task

U – Understand and communicate your expectations





1. Provides them a scope of work to refer to

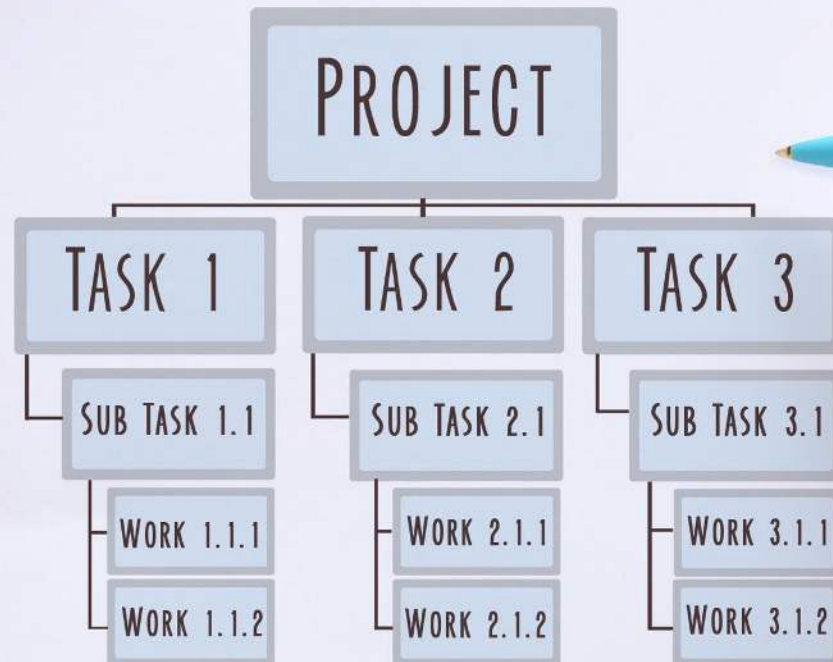
2. Allows you to confirm they understand your expectations


3. Creates a reference point to back to later



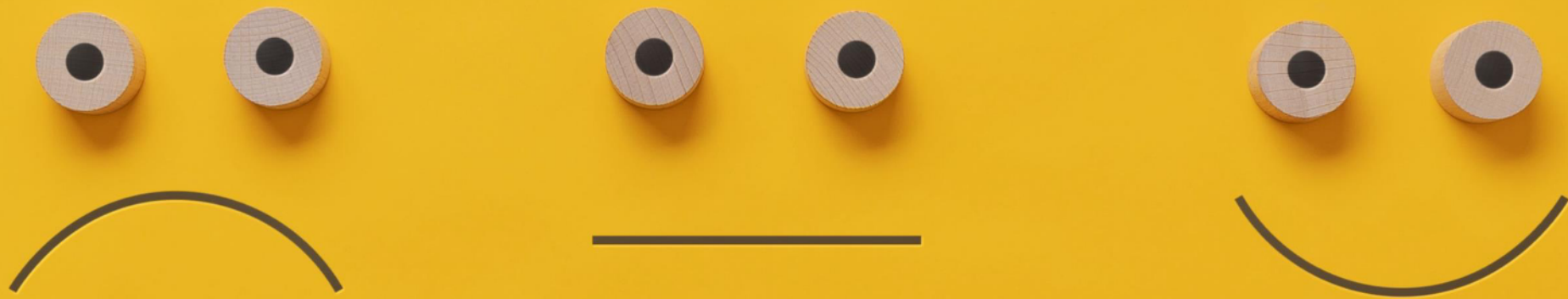
G – Gauge progress

WORK BREAKDOWN STRUCTURE



A photograph showing the hands and forearms of two people in business attire (one in a white shirt, one in a light blue shirt) leaning over a white table. They are looking at documents and using pens. A yellow hard hat is prominently placed in the foreground on the right. The scene suggests a collaborative work environment, possibly in a construction or engineering office.

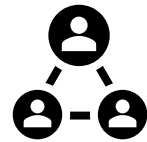
H – Help them – be supportive



Thank them and ask for feedback



Delegation Framework



LAUGH

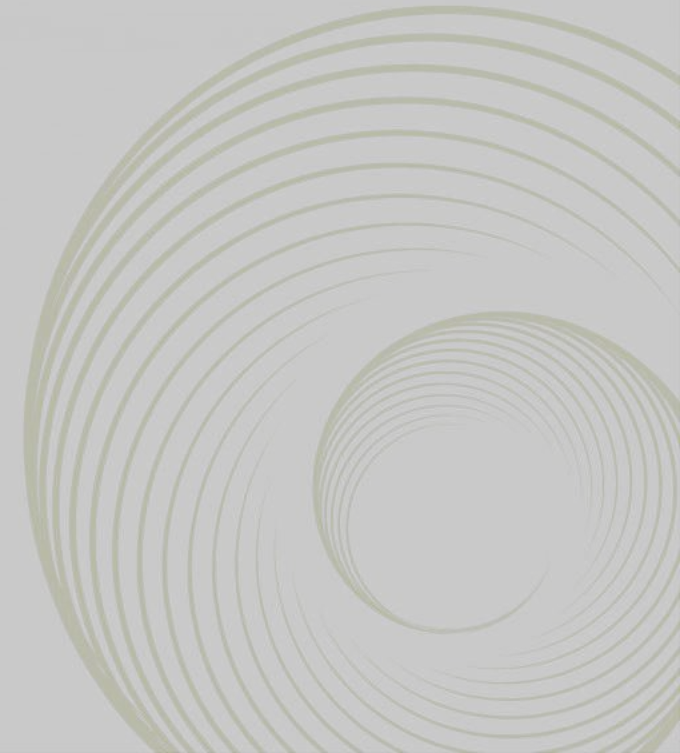


Delegation Framework

LAUGH

L

Let Go



Delegation Framework

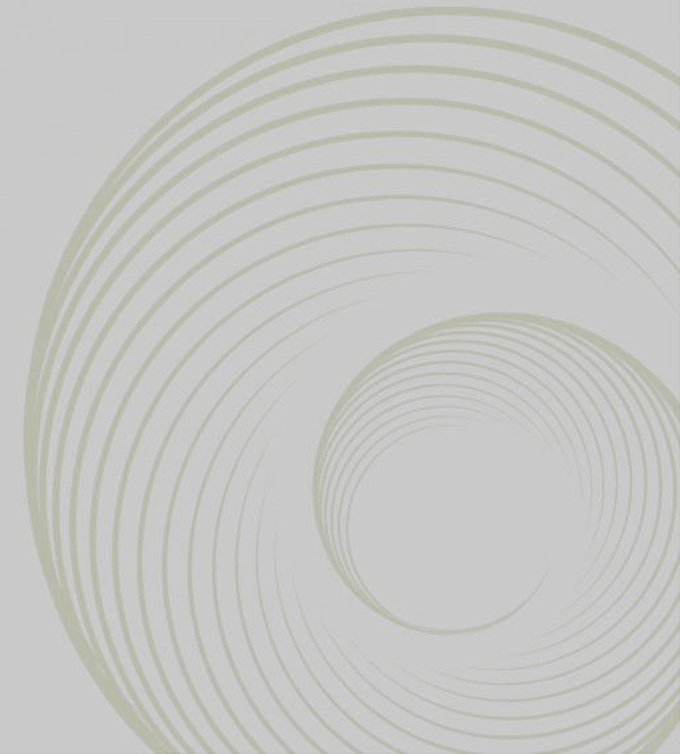
LAUGH

L

Let Go

A

Assign Achievable Tasks



Delegation Framework

LAUGH

L

Let Go

A

Assign Achievable Tasks

U

Understand and Communicate
your Expectations

Delegation Framework

LAUGH

L

Let Go

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Gauge Progress



Delegation Framework

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Help Them – Be Supportive

Delegation Framework

LAUGH

L

Let Go

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Help Them – Be Supportive

THANK THEM AND ASK FOR FEEDBACK!

Seven Actions to Support Delegation



A close-up photograph of two hands, one on the left and one on the right, gently holding a row of seven light-colored wooden figures. The figures are stylized human shapes with rounded heads and rectangular bodies, standing on a dark wooden surface. The background is a soft, out-of-focus light color. The text '1 - Play to Your Employee's Strengths and Goals' is overlaid in the center in a bold, dark blue font.

1 - Play to Your Employee's Strengths and Goals

2 - Know What to Delegate





3 - Allow for Failure

4 - Be Strategic



5 - Trust Your Team





6 - Clarify Priorities



7 - Be Open to New Ideas

Seven Actions to Support Delegation

- 1. Play to Your Employee's Strengths and Goals*
- 2. Know What to Delegate*
- 3. Allow for Failure*
- 4. Be Strategic*
- 5. Trust Your Team*
- 6. Clarify Priorities*
- 7. Be Open to New Ideas*

Benefits of Delegating Tasks



Benefits of Delegating Tasks


1. Organizational Effectiveness
2. Stress Reduction
3. Increased Motivation
4. Job Satisfaction


Tools You can Use to Delegate






#1 Task Management System

[Blog] Asana tips: When and how to use subtasks

Assignee  Daniela

Due date  Nov 17

Projects  Blog calendar Drafting 

Priority  High

Description Subtasks help teams know who's doing what by when. Learn how to use Asana subtasks to distribute work, split tasks into individual components, and stay connected to the overarching context of the parent task.

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-  Stage & QA blog Nov 16 
- Publish post Nov 17 
- Share on social media Nov 17 

+ Add subtask

 Ask a question or post an update...   

Prepare Newsletter Draft for Review

Assignee



Betty Arellano

Due date



Sep 28

Projects

Add to projects

Description

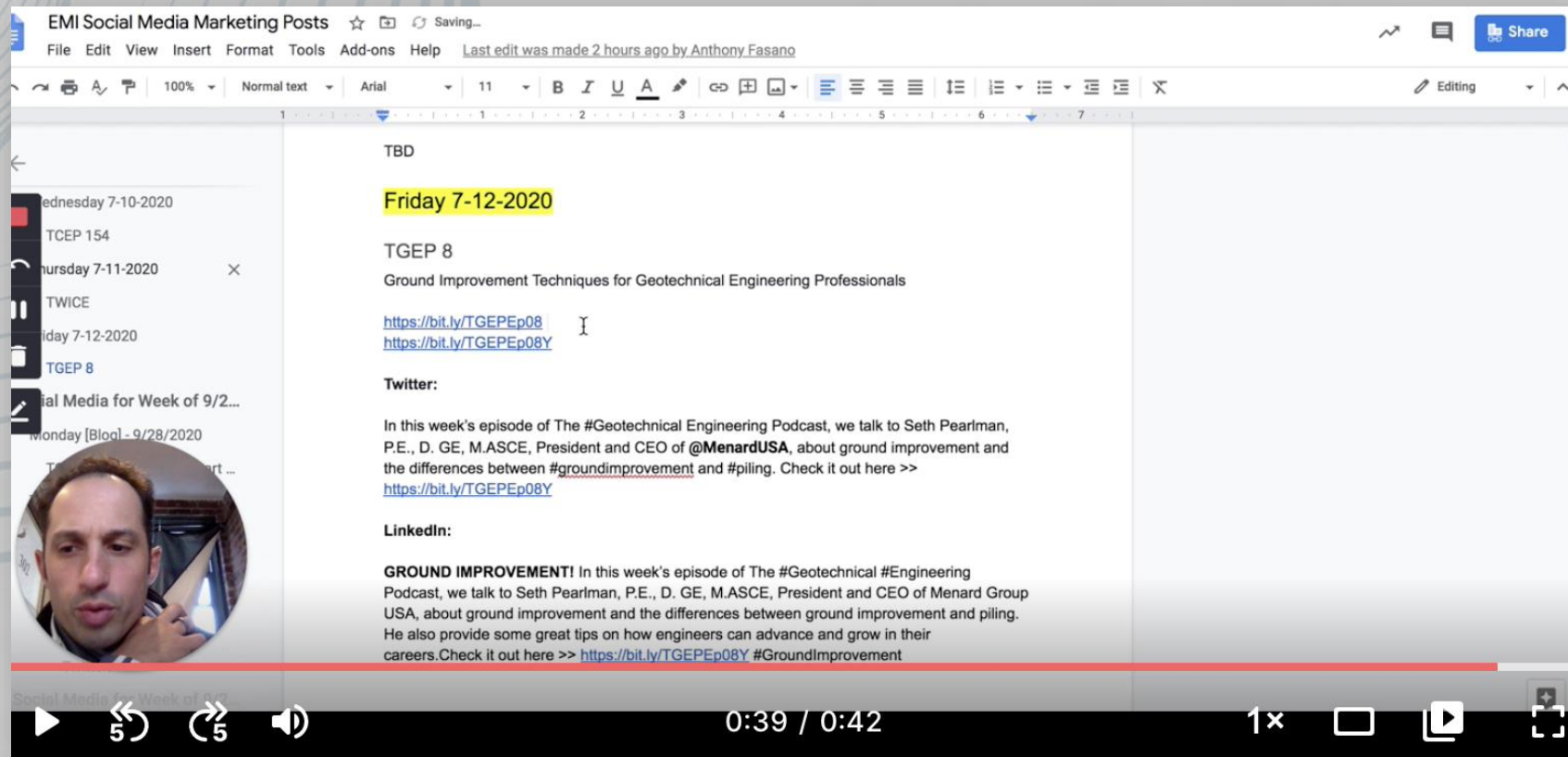
Please prepare our weekly newsletter to include all of our weekly content. Please email me a draft when complete.



Ask a question or post an update...



#2 Loom to Explain Complex Tasks



The screenshot displays a Loom video recording interface. The main content is a Notepad editor window titled "EMI Social Media Marketing Posts" with a "Saving..." status. The editor's text includes:

- TBD
- Friday 7-12-2020
- TGEP 8
- Ground Improvement Techniques for Geotechnical Engineering Professionals
- Two blue links: <https://bit.ly/TGEPep08> and <https://bit.ly/TGEPep08Y>
- Twitter:**
- In this week's episode of The #Geotechnical Engineering Podcast, we talk to Seth Pearlman, P.E., D. GE, M.ASCE, President and CEO of @MenardUSA, about ground improvement and the differences between #groundimprovement and #piling. Check it out here >> <https://bit.ly/TGEPep08Y>
- LinkedIn:**
- GROUND IMPROVEMENT!** In this week's episode of The #Geotechnical #Engineering Podcast, we talk to Seth Pearlman, P.E., D. GE, M.ASCE, President and CEO of Menard Group USA, about ground improvement and the differences between ground improvement and piling. He also provide some great tips on how engineers can advance and grow in their careers. Check it out here >> <https://bit.ly/TGEPep08Y> #GroundImprovement

A circular video thumbnail in the bottom-left corner shows a man speaking. The Loom player controls at the bottom indicate the video is at 0:39 / 0:42.

What tools do you use to delegate tasks?

Summary

1. What is delegation?
2. Why is delegation important?
3. Why do people fear delegating tasks?
4. Use the delegation framework: **LAUGH**
5. Use tools for delegating

Effective delegation will
give you more time to
fulfill your primary role
as a leader.





QUESTIONS / DISCUSSION

How to Delegate Effectively Using the LAUGH Framework for AEC Professionals