

## LFC Connections Dinner: Delegation and Motivating Your Team

### Key Ideas:

1. Delegation should be a 2-way street
  - a. Assign job according to interests / skills - a leader should know his or her team well; what are they good at, what motivates them, what are their capacity like this week?
  - b. Give only as much detail as you need - they should feel they *own* the project; let them set the milestones.
2. “Sandwich” Model of Leadership - leadership is about leading *and* supporting
  - a. as a leader, you may delegate from above, but at the same time you must provide all your team members support from below - ask “what can I do to help you succeed?”
  - b. your role is not to do every task, you should avoid being a leader who is perceived as the living in an “ivory tower” and don’t understand what it is like to “work in the trenches”
3. Motivation and morale are driven by:
  - a. having clear goals/expectations - when delegating, project should be defined by impact, not by process: the participant should know why this project is important.
  - b. making the project an opportunity of growth for team members - always ask, “what are my members getting out of being in my organization? It’s our responsibility as leader to nurture the next generation of leaders.

### Tips/Tricks:

1. Motivating unmotivated people
  - a. pair them with someone who is excited - motivation is contagious, and Princeton students have a hard time letting their teammates down
  - b. one-on-one meetings to rope them back into the organization, and to explain why they are important to the organization, and what the organization can do for them
2. Importance of recognition - a small bit of recognition for work done above and beyond expectations can go a long way (but be sure it is genuine)
  - a. a personal e-mail of thanks
  - b. shout-out during a meeting
3. For uninspiring tasks, make them social - have “poster parties” where people get together to print and pair up to poster.
4. Sometimes, having templates from the past is useful in helping new members grasp their footing and not feel overwhelmed and unmotivated