

17 Lecture - MGT111

Important Subjective

1. **What is delegation of authority, and what are its benefits?**

Ans: Delegation of authority refers to the process of assigning tasks and responsibilities to subordinates by superiors. It helps in reducing the workload of the superiors, increases the subordinates' participation in decision-making, and promotes their personal and professional growth.

2. **What are the different types of delegation, and when should they be used?**

Ans: The different types of delegation include functional delegation, divisional delegation, and special delegation. Functional delegation is used in functional departments where tasks are similar. Divisional delegation is used in divisional departments where tasks are different. Special delegation is used when a unique task needs to be completed.

3. **What are the factors that affect the delegation of authority, and how do they impact the process?**

Ans: The factors that affect the delegation of authority include the nature of the task, the competence and experience of subordinates, the relationship between the superior and subordinate, the workload of the superior, and the organizational structure. These factors impact the process by determining the level and extent of delegation.

4. **What are the risks associated with delegation, and how can they be mitigated?**

Ans: The risks associated with delegation include the possibility of subordinates not performing the task correctly, making mistakes, or not completing the task on time. These risks can be mitigated by providing proper training, clear instructions, and regular monitoring and feedback.

5. **How does delegation of authority promote organizational effectiveness and efficiency?**

Ans: Delegation of authority promotes organizational effectiveness and efficiency by reducing the workload of superiors, promoting employee participation and decision-making, improving communication and coordination, and promoting employee development and empowerment. It also helps in achieving the organization's goals by ensuring that tasks are completed on time and in a cost-effective manner.

6. **What are the characteristics of effective delegation, and how can they be achieved?**

Ans: The characteristics of effective delegation include clear communication, proper training, mutual trust, accountability, and feedback. These characteristics can be achieved by providing clear instructions, setting expectations, establishing trust, providing regular feedback, and ensuring that the subordinate has the necessary resources and support.

7. **What are the key principles of delegation of authority, and how can they be applied in practice?**

Ans: The key principles of delegation of authority include clarity, responsibility, authority, accountability, and feedback. These principles can be applied in practice by setting clear expectations, providing necessary resources, defining roles and responsibilities, establishing communication channels, and providing regular feedback.

8. **How can the delegation of authority be used as a tool for employee development and empowerment?**

Ans: Delegation of authority can be used as a tool for employee development and empowerment by providing opportunities for employees to take on new tasks, responsibilities, and challenges. It helps in promoting employee growth and development by enhancing their skills, knowledge, and experience, and by promoting a sense of ownership and responsibility.

9. **How does delegation of authority contribute to effective leadership?**

Ans: Delegation of authority contributes to effective leadership by promoting employee participation and decision-making, reducing the workload of superiors, improving communication and coordination, and promoting employee development and empowerment. It helps in creating a culture of trust, respect, and accountability, and in promoting effective teamwork and collaboration.

10. **What are the potential barriers to effective delegation, and how can they be overcome?**

Ans: The potential barriers to effective delegation include lack of trust, fear of losing control, lack of communication, and unclear expectations. These barriers can be overcome by building trust, setting clear expectations, providing regular feedback, promoting open communication, and ensuring that subordinates have the necessary resources and support.