

学会授权而非仅仅分配任务 PDF转换可能丢失图片或格式，  
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[https://www.100test.com/kao\\_ti2020/645/2021\\_2022\\_\\_E5\\_AD\\_A6\\_E4\\_BC\\_9A\\_E6\\_8E\\_88\\_E6\\_c96\\_645594.htm](https://www.100test.com/kao_ti2020/645/2021_2022__E5_AD_A6_E4_BC_9A_E6_8E_88_E6_c96_645594.htm) 作为领导的你是仅仅给下属分配任务还是直接授权呢？百考试题小编和你一起见识授权的的好处。百考试题#0000ff>实用英语站助您成为职场达人！ Delegate, Dont Just Dump 授权，而不仅仅只是分配任务 Most managers dont know how to delegate . Thats not really surprising, because no one ever delegated anything to them. How else are they going to learn? 很多经理都不知道如何授权。这其实并不奇怪，因为从来没人向他们授权过，那他们又怎么能从别人那里学到如何授权呢？ Many times, managers dump their work onto someone else, but there is a big difference between delegating and dumping. When you delegate something to a subordinate it should serve two purposes. 很多时候，经理只是将自己的工作交给别人去做，但是授权和将工作分配给下属去做是有很大的区别的。如果你授权给某个下属的话应该达到两个目的： 1.First, it must lighten your load so you can concentrate on more important issues. 首先，授权要减轻你的负担，这样你才有时间来处理更多的重要事情。 2.Second, it must help the receiver learn and grow. 其次，授权能让接受者学习和成长。 When you delegate, as opposed to dumping, you give the other person the same authority to complete the task as if you had done it yourself. If the task means signing a requisition, the person to whom you delegated the task must have the same authority to sign that requisition as you have. That doesnt mean you delegate all your

authority to that individual, only that you have to give them the authority to do what you would have been able to do. For instance, if you can sign requisitions up to \$10,000 and the delegated task means signing a requisition for \$2,000, the person to whom you delegated must be able to sign that \$2,000 requisition, but not necessarily one for \$3,000. 授权，与简单的分配工作相反的是，授权意味着你赋予了别人在完成这项工作时，享有了和你自己完成时同样的权利。如果是一项需要签署申请令的任务，那么你授权的下属就应该和你一样有签字的权利。这并不是说你所有的权利都移交给那位下属，而是说你要授予他本来应该由你完成的在工作中要使用到的权利。比如，如果你有权利批复10,000美元的款项申请，而你要授权的任务中要批复2,000美元的贷款申请，那你授权的下属就要有批复2,000美元的特权，而没必要给他批复3,000美元贷款申请的权利。

Remember, though, that you can delegate the authority, but you cannot delegate the responsibility. It is up to you to see that the person is adequately trained before you delegate to them and is adequately supervised after you delegate. They won't necessarily do it the same way you would have, and they probably won't do it as well to begin with. That doesn't matter. Keep them from making any major blunders as they get the feel of the task and you will have successfully delegated. You will have lightened your load and you will have helped one of your people develop further. 记住，虽然你可以授权，但是你不可以推卸责任。在你授权之前，你要充分地了解该下属是否已经经过了足够的培训可以担当这份任务，在授权之后，你要做好完整的监督。在授权过程中，他

们不一定会完全按照你的方法来完成任务，也许在开始的时候还做得不够好，这些都没关系的。在他们适应工作任务之前帮助他们不犯重大的错误，慢慢地，你就将学会如何成功授权。授权之后你可以减轻自己的负担，并且还可以帮助你的下属在将来发展得更好。相关推荐：[实用英文简历荟萃](#) [英语会议的主持要诀](#) [职场达人必备：每天必做的十件事](#) [职场新人快速成长五大秘诀](#) 编辑推荐：[办公室里怎样妙用英语](#) [身在职场，如何应对职场中的一切](#) [面试过程中绝对用得到的面试英语](#) 更多信息进入：[实用英语考试交流空间](#) [实用英语考试辅导！100Test 下载频道开通，各类考试题目直接下载。](#) 详细请访问 [www.100test.com](http://www.100test.com)