

# **Effective Communication and Delegation for Supervisors**

## **Effective Communication**

- Be clear and precise – avoid vague instructions.
- Practice active listening – understand concerns before responding.
- Adapt your style – some people prefer written detail, others prefer verbal discussion.
- Remember non-verbal cues – tone, body language, and eye contact matter.
- Give feedback and recognition – specific praise motivates and reinforces good performance.

## **Effective Delegation**

- Delegation is about trust and development, not dumping tasks.
- Match tasks to skills – assign work based on strengths and growth opportunities.
- Provide clear instructions – set deadlines, expectations, and boundaries.
- Empower, don't micromanage – allow ownership while checking progress at key points.
- Recognise outcomes – acknowledge efforts and successes to encourage future initiative.

## **Key Point**

When supervisors communicate clearly and delegate wisely, teams become more efficient, motivated, and capable. These skills build trust, accountability, and prepare the next generation of leaders.