

THE TEAM LEADER AND DELEGATING WORK ANSWER KEY

1. Delegating is necessary because one person cannot do all the work. Delegation is also necessary so more experienced and skilled workers can concentrate on job functions that make better use of their skills and experience.
2. When a supervisor delegates work, his/her employee does the work but the supervisor is responsible for the work. Therefore, the supervisor risks being held responsible for incorrect or incomplete work.
3. If a supervisor does not delegate, he/she risks not being able to complete all assignments for which he/she is responsible.
4. In all cases, the supervisor is responsible for the work.