Module 20: Avoiding micromanagement

Review the main causes of micromanagement

Highlight any of these areas you need to work on

Avoiding Micromanagement	
Incomplete Evaluation	• Do not skip the evaluation phase in the Four-Phase Model of Delegation.
Lack of clarity about the level of autonomy	• It's the manager's responsibility to make the level clear. • When you communicate the level you're giving to the delegate, you eliminate any confusion or mistaken assumptions that either of you may have had. • When employees are successful, you should grant higher levels of autonomy. This demonstrates that you trust your employees, which will contribute to their motivation and engagement.
Violating the agreed upon level of autonomy	• Most often, when managers violate the agreed upon level of autonomy, it's related to the manager's discomfort with letting go. • Tempted to take over the task and just get it done. • May feel staff is overburdened. Fear of losing control or importance

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