



EFFECTIVE SYSTEMS FOR DELEGATION



Introduction

Delegation is an essential skill for any business owner, but it is especially important for dance studio owners. As your dance studio is growing you need to stay focused on CEO tasks, so it is essential to delegate effectively to ensure that everything runs smoothly. If you are a dance studio owner who is struggling to keep up with everything or are looking for that next level of freedom, delegation may be the answer. By delegating tasks effectively, you can free up your time, improve employee morale, and grow your business.

Goals

By the end of this masterclass, you will:

1. Have examples of what types of tasks and projects you can delegate to your other employees
2. Build out an effective delegation plan for distributing tasks
3. Know how to create effective systems for managing those tasks and holding everyone accountable

Top Benefits:

1. **Increased productivity:** By offloading tasks, you can focus on high-impact activities that drive business growth. Delegating administrative tasks and some teaching responsibilities frees up your time for strategic planning and enhancing your curriculum. This focus can lead to new classes, expanded studio space, and special programs, ultimately boosting your studio's success.
2. **Employee development:** Delegating empowers your team to learn new skills and take on more responsibility, boosting morale and retention. Entrusting your team with new tasks, like leading a class or managing events, helps them grow professionally. This builds their confidence, fosters loyalty, and prepares them for future roles, resulting in a more engaged and committed team.
3. **Work-Life balance:** Effective delegation reduces burnout and allows you to enjoy a healthier work-life equilibrium. By sharing the workload, you can reduce stress and ensure you have time to recharge. A balanced lifestyle helps you maintain your passion and energy, benefiting both your personal well-being and the overall atmosphere of your studio.

Things to consider before implementation:

Before delegating tasks, take a minute to reflect and consider some common fears and misconceptions around delegation:

1. Loss of control

- Fear: Many studio owners worry that delegating tasks means losing control over the quality and direction of their studio.
- Misconception: Delegation equals relinquishing authority.
- Reality: Effective delegation involves clear communication and oversight. By setting expectations and providing guidance, you can maintain control while empowering your team to take on responsibilities.

2. It's quicker to do it myself

- Fear: Owners often believe that it's faster to complete tasks themselves rather than taking the time to train someone else.
- Misconception: Delegating is inefficient and time-consuming.
- Reality: While training someone initially takes time, it pays off in the long run. Once team members are up to speed, they can handle tasks independently, freeing you up for more strategic work.

3. Staff will make mistakes

- Fear: There is a concern that delegating tasks will lead to mistakes and lower the quality of work.
- Misconception: Only the owner can perform tasks to the required standard.
- Reality: Mistakes are part of the learning process. With proper training and support and clear systems, your team can perform tasks to a high standard. Trusting your staff fosters a positive work environment and encourages continuous improvement.

Developing a Delegation Plan:

Set clear goals and expectations for developing a delegation plan.

1. Define clear objectives:

- Identify key tasks: List all the tasks that need to be accomplished within your dance studio.
 - [Click here for our Dream Team Task List](#), a list of tasks that are great for studio owners to delegate to other staff members.
- Set specific goals: Clearly define what success looks like for each task. This includes deadlines, quality standards, and any other relevant criteria.
- Prioritize tasks: Determine which tasks are most critical to your studio's success and which can be delegated.

2. **Developing clear procedures and expectations:**

- Developing procedures: Create step-by-step guides for employees to follow and help stay on task
- Establishing efficiency: Utilize technology tools for efficient delegation and communication
 - Streamline your workflow by using project planning software like Asana, Trello, or Monday.com. These tools help manage tasks, set deadlines, and improve team communication, ensuring projects stay on track and goals are met efficiently.

3. **Communicate expectations:**

- Detailed instructions: Provide detailed instructions and resources necessary for the task.
- Expected outcomes: Clearly state the expected results and how they will be measured.
- Checkpoints: Establish regular check-ins to monitor progress and provide feedback.

4. **Celebrate successes:**

- This is key to boosting morale and maintaining motivation. Recognize both individual and team achievements through public praise, awards, or team celebrations.
- Consider implementing a reward system, like bonuses or extra time off, shows appreciation and reinforces a culture of excellence.

Creating Effective Systems

Using the DSOA's [Project Management Tool](#) is a game-changer for creating new systems at your dance studio. This comprehensive guide offers practical strategies tailored for helping you efficiently plan, delegate, and track tasks. By leveraging this tool, you can streamline your studio's operations, set clear goals, and ensure that your team is aligned and

productive. Whether you're developing new classes, organizing events, or managing daily tasks, this tool provides the structure needed to build and maintain effective systems.

To ensure that each task is done to a high standard and the same way each time, create a system for it. Each role in your organization can have a systems playbook.

By using this [Dance Studio Systems Playbook](#), you can identify which systems you are already are using, recognize any gaps within the specific departments of your business, and then decide what new systems to implement to fill those gaps and which staff member will be responsible.

The Inner Circle has loads of done for you systems that are ready to pass off to your team!

Here are some ones that you can delegate:

1. [11 Step Enrollment System](#)
2. [6-Week Onboarding System](#)
3. [Student Re-Enrollment & Engagement Process](#)
4. [Sales Systems](#)
5. [Studio Rentals](#)

WINS:

[Win] Delegation!!!!

Program Assistants, Business Manager, & other admin: They will be able to rollover all admin duties and updates for a new season the next time it needs to be done.

All team meetings and check-ins are operating appropriately.

Teaching staff:

3 potential teachers are doing their sample classes tomorrow. I will happily select their pay rates and hand off the onboarding to the business manager while I head to Vegas. This will set me up to teach the schedule I want at this stage in my studio and allow me the flexibility to be with my birth children at their events outside of the studio.

Organizing & Systemizing:

I've setup my google drive based on the Google Bootcamp we had in the IC and in the 5 core parts of an organizational chart. This was my year 2 IC task on my annual call with [Hillary Dietrich Parnell](#). So since it was on my 90 day plan I focused on every speaker who talked about org charts. Job descriptions will all be done by Friday and will be handed out at our staff meeting this Saturday to help reset the issue I had of handing people tasks instead of people doing a specific job.

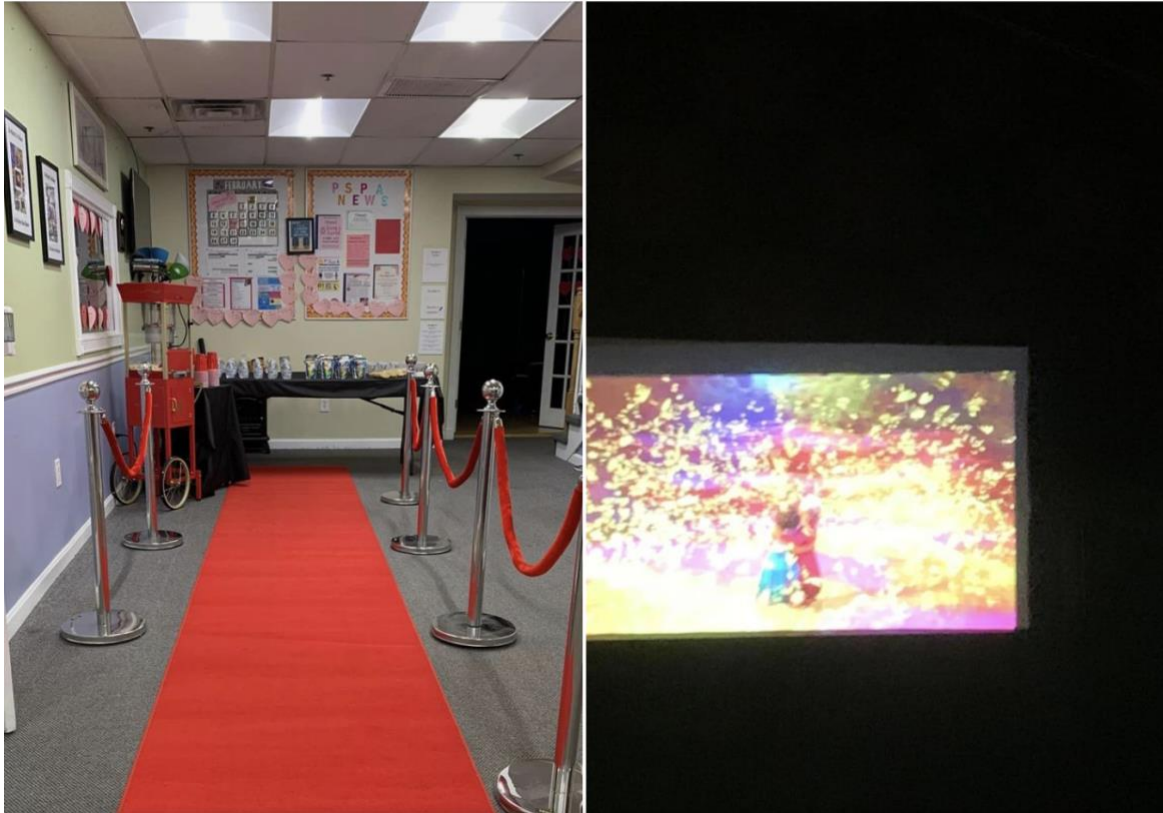
I'm ready to have my ears primed for all things team and customer onboarding at this retreat!



Lisa DeMaio, Courtney King and 36 others

21 comments

(Share) Delegation weekend.. one teacher took 30 piece to Competition Friday thru Sunday another was lead teacher for our community outreach at the Boys & Girls Club (although I attended- I wasn't on Class planning or presentation) Saturday night I ran the studio Movie night with my partner and another staffer. Sharing the activities- reduced the stress and hours for me! Happy to say I'm getting more comfortable with delegating, letting go and allowing other staffers to step up. I feel their pride in a job well done



Win - success of delegation 😊👏👏👏

Our studio has private Facebook groups for all our classes. We have started a Monday Morning Report (named after Zazu's morning report in the Lion King) for our class Facebook groups. One of our Staff records a weekly update of activities at the studio. She adds humor and sometimes some wacky attire. 😊🤪🤪 Our dance families love it and it offers another method of communicating reminders.

This also helped me with learning the importance of more delegation. 😊👏👏👏

This is not an original idea, but someone shared it sometime ago in the group. Thanks to that person! 😊

👍❤️ Alisa Finney and 11 others

6 comments

WIN - I've Been in "head down and work" mode for the last 6 months. And today I finally felt validation for my work.

Currently we are at 800+ registrations, we created a new drop in program for friday mornings which is booked until the end of november, my performing arts private preschool is at sixty five percent capacity (highest it's ever been) my revenue for this quarter is up forty four percent from the same quarter last year. My team is on the way to selling out our four christmas shows, we are halfway through our execution of Santa Claus parade participation, and our competitive team has doubled in size since last season.

I'm teaching only 10 classes plus competitive team work and enjoying being behind the scenes a bit more. My income for 2023 is 20k higher than 2022 (yay!).

My husband and I booked 10 days in Saint Lucia for our family of 5 this January (yay again 🌞)
And (don't tell my kids) we also rented an airbnb for the entire month of January 2025 because I can finally walk away from this business and know that my team can keep it running. Super excited to have that to look forward to!!! Keep working the systems friends, you got this!



Cortney King, Tanya Neary and 47 others

34 comments