

An active approach to assigning work tasks and, if necessary, in guiding the assistant in carrying out their work



Leadership means taking an active approach to assigning work tasks and, if necessary, in guiding the assistant in carrying out their work. Let's take a closer look at these matters.

Active approach

As an employer, you have plenty of opportunities to influence everyday life and smooth co-operation. Taking an active approach ensures that important matters are taken care of with certainty and on time.

As an employer, you can influence how things go on a daily basis:

- Think about what you can do to help your assistant perform well in their work.
- Show your assistant that you are proactive. This lets them know that these things are important to you, and it increases the significance of their work.
- Ask the assistant what they need further guidance in.
- Establish what is difficult and try to come up with solutions together.
- Also be proactive in creating a positive atmosphere.

Assigning tasks

Tasks should be assigned to give your assistant a clear picture of what needs to be done, in what order and on what schedule.

Being a leader does not mean that you have all the answers. You can most definitely ask your assistant for their input when it comes to carrying out tasks. Planning together makes the work more meaningful and often leads to a better outcome.

As a leader, you must, however, communicate the goals of the work tasks: what does success look like? Also make sure that the work tasks are clearly understood.

A good practical tip is to make a checklist of the agreed tasks.

Guiding work performance

The employer is responsible for providing work guidance. Of course, not everything needs to be guided, and different people need different kinds of support. Every employer also has a different style of providing guidance. It is good to try to find **a common guidance approach** that works precisely for the two of you.

Be aware that when the employee can work independently, their well-being at work increases. On the other hand, in the area of personal assistance, it may be difficult to fulfil the employer's needs without the employer's precise guidance in the situation.

Here, too, it is good to discuss how and why guidance is given and find that common ground.

This material is part of Varma's work ability support material. How can I succeed as the employer of a personal assistant? Part 4e: An active approach to assigning work tasks and, if necessary, in guiding the assistant in carrying out their work. Read more: varma.fi/henkilokohtainenapu