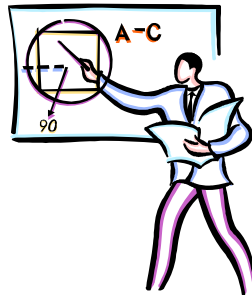


Delegation In Practice – A Quick Guide

Much has been written about the skill of delegating effectively. These writings can be crystallised into six steps. These are:-

1. Explain why the task or job is important and has to be done - motivate them!



2. Define results wanted in a clear manner; clear outcomes – no fudging!
3. Define authority - how much will the person have and in what way it can be used and with whom, (BUT - you retain ultimate authority!)
4. Agree a deadline
5. Ask and get feedback - check understanding with very specific "what?", "why?" "how?" questions
6. Set up controls to review progress.

Identify below those you do not do and what you will do to develop them:

1

2

3