

## *8 Steps for Delegating*

1. **What you want** - clearly. It is very important that you communicate your goals and expectations from the work. Otherwise they will deliver something “wrong” and it will be your fault.
2. **Why it is an important job** - big up the job and how it’s important to you and an honour for them. You trust them and are proud of the work they have done so far. If they do this job well it will be a huge help to you and the company.
3. **Why them** - explain that you want them to be the expert on this in future and this is the first step. They have been doing a great job so far so you want to reward them with more responsibility.
4. **What are the limits?** - when you do need it by and how much can they spend. Can they use other employees, or other resources too?
5. **Reporting process** - how often should they check in with you, and what form (email/in person/formal report document, etc).
6. **Offer support** - tell them they can always come to you with questions or difficulties. They needn’t be scared to ask questions and they won’t get in trouble or be ashamed. You know it’s something new so you are happy to help and are expecting questions.
7. **Are you OK?** - double check they are confident with the brief and are happy to start the work. They shouldn’t have secret questions or fears. If they seem vague or nervous then drill down with some follow up questions of “what will be your first step”
8. **Go and do it** - off they go to be a wonderful employee!

