

Activity Sheet 21 - Delegation

Jot down a task that might be suitable to delegate.

Identify a team member who might potentially be able to be delegated to, to do this task.

Identify the skill, knowledge, authority they will need.

Plan how you can bring them up to the required standard.

Activity Sheet 21 - Delegation

What training do they need?

What experience can you give them to help them prepare?

Create a SMART goal for the delegated task

Activity Sheet 21 - Delegation

Plan how you will get their buy-in for taking on the task (Warning delegating to someone unwilling is risky)

Plan how you will monitor and support

Plan how you will feedback results