



HEALTHY DELEGATION

A Reminder for your 8 Steps Process



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HEALTHY DELEGATION

DELEGATING: A CORE SKILL TO MASTER

Delegation is a critical skill for any leader to possess. It involves entrusting tasks or responsibilities to others, thereby freeing up time and energy to **focus on more strategic activities**. By delegating effectively, you can create a **more efficient and productive workplace**, while also fostering the **growth and development** of your team members.

Effective delegation has numerous benefits. It helps to **build trust and confidence** between the leader and their team, while also empowering team members to **take ownership** of their work. Delegation can also lead to **increased job satisfaction**, as team members feel **more engaged and invested in their work**. Additionally, by delegating tasks to those who are **best equipped to handle them**, leaders can ensure that work is completed to a high standard and in a timely manner.

However, delegation can be a difficult skill to master. Leaders must be able to **identify** which tasks are **suitable for delegation**, and which team members have the **appropriate skills and experience** to take on these responsibilities. They must also be able to **communicate expectations clearly** and provide **ongoing support and feedback** to their team members.



"You can delegate authority, but you cannot delegate responsibility."

Byron Dorgan

In this ebook, we will outline the eight steps to healthy delegation that you've discovered in your last video, providing practical guidance on how to delegate effectively and maximize the benefits of delegation for both the leader and their team.

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BECOMING FAMILIAR WITH THE 8 STEPS PROCESS

1 WHAT YOU WANT

Clearly define the task that needs to be delegated (Requirements, outcomes, standards, reporting...)

2 WHY IT MATTERS

Explain why that job is important and how it could help advance the project, support the vision, benefit the team and what is at stake

3 WHY THEM

Explain why you're picking that specific team member, is it their skills, competence, experience, the need for a challenge...

4 WHAT RESOURCES

Define which resources they have access to (budget, staff, further in-house training, level of authority...)

5 DEFINE THE MONITORING PROCESS

At what frequency should they check in with you? Should it be in person? Through an email? Should they send you a report?

6 OFFER SUPPORT

Be available for their questions or challenges they may face, ask for any problem they could have that could impede the proper completion of the task

7 ASK FOR QUESTIONS

Do they have questions? Are they ok with doing this job? What state of mind are they in?

8 ADDRESS OBJECTIONS

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YOUR PRINTABLE TEMPLATE

- 1 WHAT YOU WANT
- 2 WHY IT MATTERS
- 3 WHY THEM
- 4 WHAT RESOURCES
- 5 DEFINE THE MONITORING PROCESS
- 6 OFFER SUPPORT
- 7 ASK FOR QUESTIONS
- 8 ADDRESS OBJECTIONS