

Delegation Checklist



Questions to stimulate delegation

- Who can do the job instead of me?
- Who can do the job better than me?
- Who can do the job at less expense than me?
- Could I use delegation to contribute to the training and development of someone else?

Take a planned approach to delegation

- Be specific about the task(s)
- Be specific about the responsibility – for what, and until when
- Be specific to them about their authority (and limits); and be clear to others
- Be specific about the standards to be met
- Deadline and interim review periods
- Review process (e.g. regular meetings)
- Be clear what skills they will be developing as a result
- Identify coaching and training needs and plan in ways of meeting these
- Identify and provide all the information and knowledge they will need

Checklist of things to do

- Make a delegation plan
- Negotiate an agreement with them – you are delegating a part of your role, outside of their job description
- Ensure you provide coaching or training needed
- Delegate responsibility and authority and make this clear to all within the organisation
- Brief the staff member fully
- Brief the rest of the team and any other parties fully
- Monitor and review progress
- Be available for help when really needed
- Debrief the staff member on completion. Feedback. Credit and praise. Coaching.