

**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!

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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**