

CHECKLIST 8 - DELEGATION - Empowering Others

HEADINGS & KEY POINTS:

1. DEFINE ROLE PURPOSE & OBJECTIVES

Identify what's needed to fulfil role requirements.

2. ANALYSE CURRENT TIME USE

Examine time investment according to key tasks and priorities.

3. CONSIDER WHAT CAN AND CANNOT BE DELEGATED

- a) Provide opportunities for development
- b) Build productive working relationships
- c) Acknowledge others' expertise
- d) Consider costs
- e) Reflect on timing

4. IDENTIFY THE PERSON/PEOPLE TO COMPLETE THE TASK/S

Consider potential impact on people involved.

5. DISTRIBUTE DELEGATED WORK FAIRLY

Involve as many people as possible in the delegation process.

6. DISCUSS WITH THOSE CONCERNED

Seek feelings, recognize concerns and provide relevant support.

7. AGREE RESULTS, STANDARDS & TIMELINES

Clarify objectives, put into context and describe desired outcomes.

8. ESTABLISH PROGRESS REPORTING

Clarify progress report expectations and when help should be called for.

9. PROVIDE THE NECESSARY AUTHORITY

Clarify authority boundaries and allow sufficient discretionary powers.

10. CHECK COMPETENCY

Verify necessary skills and provide appropriate training, development and emotional support.

11. IDENTIFY OTHERS & CLARIFY EXPECTATIONS

Identify people, be clear about what's expected and promote teamwork.

12. DELEGATE THE RIGHT TO BE WRONG

Resist the temptation to interfere.

13. SAY THANK YOU

Use the opportunity to give praise as appropriate.

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