

7 do's

delegation



1

Before attempting to delegate be clear in you own mind (and document if necessary) the work/task to be completed.

2

Communicate your expectations and instructions clearly. Ask questions to ensure the employee fully understands your requirements.

3

Agree upon timeframes for progress reports and delivery/ completion date.

4

Leave the method of completion to the person doing the work (do not tell them how to do it - individuals are different). Provide guidance if necessary.

5

Remain available and encourage questions

6

Follow up as planned and agreed upon

7

Provide feedback (focus on the positive first). Avoid taking the work back and completing it yourself

