

SUCCESSFUL DELEGATION CHECKLIST

This checklist outlines the correct process you should follow when delegating a task and reminds you of the three key principles of effective delegation.

With any task that you delegate you must ensure that:

- Level of authority is adequate to allow the individual to delivery the expected result. This must be communicated to all necessary parties.
- You retain ultimately responsible for and retain ownership of the task you have decided to delegate.
- The level of authority that results from your choice to delegate a task must be consistent with the level of responsibility and the role of the individual.

When delegating a task you need to follow the process and set the right environment.

THE PROCESS	THE ENVIRONMENT
1. Right Person – chose someone who has shown they possess the necessary competencies and behaviors the task requires, but will also develop them.	<p style="text-align: center;">Full Responsibility</p> <p>Means the member has sufficient responsibility and is solely responsible for task's delivery.</p>
2. Clear Goal – provide a clearly defined brief containing all the data they need with SMART goals. Ensure the person <i>understands</i> what is required and appreciates the tasks importance to the organization.	<p style="text-align: center;">Focus on Results</p> <p>You need to focus on achieving the desired result and not on how the task is actually performed. To develop the member they must work in their own way.</p>
3. Delegate 'ALL' – ensure the whole task is given to a single team member. State your reporting needs so you can monitor their progress <i>Never split a task.</i>	<p style="text-align: center;">Full Resources</p> <p>Make sure member has all information and contact names required for the task. Ensure that adequate resources & finance are available.</p>
4. Realistic Deadlines – clearly state the deadline date and the reasoning for this timeframe and any unknown factors so that the member accepts the delegated task.	<p style="text-align: center;">Constructive Feedback</p> <p>Use positive messages and use objective language when you feedback to the member. Work with them to resolve any problems without placing the blame.</p>
5. Regular Reviews – set these to coincide with key points of the task so that you can support and guide the task's progress. By carefully monitoring the task you can avoid over-reporting. <i>Always conduct a Task Debrief at the end.</i>	<p style="text-align: center;">DO NOT take task back</p> <p>When approached for help, use questioning and objective language to help develop the members ability to assess problems and ascertain a workable solution.</p>
6. Give Credit – ensure that you give full credit and thanks to the member for successfully performing the task. Make sure this is communicated at all appropriate levels.	<p style="text-align: center;">Provide Support</p> <p>Clearly define at outset how you will support member by your actions and time. Ensure member knows they have your FULL support.</p>
RETAIN CONTROL WHEN DELEGATING THROUGH GOOD MONITORING & CONSTRUCTIVE FEEDBACK.	

