Delegation Notes

Delegation is giving the authority and responsibility for a particular task to somebody else, while you retain accountability for its completion.

Effective Delegation of Tasks

The person needs to know:
♦ what is expected
♦ what is to be achieved
♦ the boundaries
♦ their decision-making limits

Steps for Effective Delegation of Tasks

1. Analyse the whole job (objectives, priorities, level of authority)

2. Decide what to delegate

3. Plan your delegation
   ♦ review details of the task
   ♦ set boundaries of authority
   ♦ establish performance criteria
   ♦ determine procedure for feedback

4. Delegate and confirm acceptance of task
   ♦ explain the task - outcomes, performance standards, timelines
   ♦ advise how the task relates to other organisational goals
   ♦ clarify level of responsibility/authority (explain that you retain accountability)
   ♦ demonstrate confidence and trust in the person’s ability to complete the task and assure them of your support
   ♦ check their understanding of the delegated task

   LET THE PERSON GET ON WITH THE JOB!

6. Inform other stakeholders

7. Monitor results