

6 Practical Steps For Effective Delegation

1. DEFINE OBJECTIVES

Clearly define achievable goals and expectations for delegated tasks in terms of specific outcomes, metrics, and deadlines.

2. RIGHT PERSON

Choose the ideal delegatee by aligning task requirements with individual strengths, development goals, workload, and personal motivations.

3. PROVIDE AUTHORITY

Equip delegates with complete resources, authority, and context to work independently and make informed decisions.

6. EVALUATE AND REFLECT

Dedicate time after project completion to jointly evaluate results, provide constructive feedback, and reflect on both delegatee and delegator performance for continuous improvement.

5. MONITOR PROGRESS

Monitor progress through scheduled updates, informal check-ins, and constructive feedback to ensure smooth execution and skill development.

4. CLEAR COMMUNICATION

Maintain open communication channels with flexible cadences, proactive feedback, and accessibility for optimal collaboration and course correction.



Delegation Skills Participant Guide

H Kauffman



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