

Delegation Worksheet

Date: _____

The delegated task is: _____

The person taking responsibility for this task is: _____

1. Agree on, and document, the OUTCOME

i. Descriptive

ii. Measure

iii. Target

iv. Reward(s)

2. Agree on the exact time frame

The task will be completed by

3. Agree on "MUST Haves"

The following items MUST happen as part of doing/completing this task:

4. Ensure they have authority and resources required

5. Agree on progress review method & timing

We will review the progress by:

i. Schedule first progress review meeting & the completion meeting

6. ALLOW them to choose HOW

Give them a sense of trust, empowerment and importance by letting them choose how they go about doing the task. You never know, you might learn something too!

7. Agree on how to get help

Help will provided as required by:

8. Get out of the way

9. Conduct ALL review meetings as planned & give feedback

Review meetings will happen every _____

Feedback will be based on _____

10. Conduct completion meeting. Get & give feedback, rewards or consequences.

Completion Meeting date, time and location: _____

Review Actual Results compared with the desired result defined in step 1.

Review Actual Time Frame compared with the desired result defined in step 2.

Review whether MUST Haves were completed as defined in step 3

Did the progress review meetings take place?

Get feedback from the *delegatee* about what they could do to improve the result or the process next time?

Get feedback from the *delegatee* about what you could do to improve the result or the process next time?

What could you as the manager/supervisor do to improve the result or the process next time?

What could the *delegatee* have done to improve the result or the process next time?

Give rewards/recognition/consequences as defined in step 1.

Notes:
