



The Process of Delegation - How to Delegate Properly

- 1. Choose what to delegate**
- 2. Choose right person to delegate to**
- 3. Communicate what you want done**
 - Defined process...step by step directions
 - Use your best judgment
- 4. Clearly define responsibility and authority**
- 5. Clarify results you are expecting**
- 6. Follow-up and track...**
 - Scrutinize each step
 - Set date for work to be complete
 - Designate someone else to oversee



Delegation Exercises:

1. Identify one of the responsibilities you want to delegate to someone else.

- Why this responsibility?

2. Identifying the person to whom you are delegating.

- Why this person...consider skill, experience personality.

3. Outline the specific tasks to be done.

4. Define expectations, performance standards and timeline