

6 Steps to Delegation

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ATTN: YOU!

RE: 6 steps for effective delegation

1. Choose 1 person and 1 stretch task you'll assign - ideally, a task that builds a new skill.

2. Provide context for the task. How does it fit in team functioning? Why is it important?

3. Speak your standards. What will equal GREAT task performance? GOOD? FAIR? POOR?

4. How will you praise good work on this task? (email? in person? in a meeting?)

5. Provide support and resources. What tips will you share to help this person succeed?

6. Ask for the employee's commitment to the task, set a time for a progress report and hold the meeting. Offer praise and constructive criticism.

*The meaning of life is to find your gift.
The purpose of life is to give it away.*
Pablo Picasso

