

DELEGATION

CRITERIA FOR DELEGATION

<p>For the right reason To the right person At the right time With the proper information and instruction Check for understanding With the proper support - be available for questions</p>	<p>With the appropriate supervision and follow-up With intervention when needed - course correction With the appropriate evaluation and FEEDBACK With thanks for a job well done</p>
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THE WRONG REASONS FOR DELEGATION

I DELEGATED THE TASK BECAUSE:
I was too busy to do it
I wanted to have less to do myself
It was her job, not mine
I thought I was working harder than she was
I am more important than he is
WHEN I DELEGATED THE TASK:
I was rushed and busy
I didn't take time to explain
I told her rather than asked her
We didn't agree on what each of us would do
I didn't communicate clear, complete criteria for success
I didn't explain WHY, and describe the GOAL or outcome
I told him how to do it and gave him no flexibility
I didn't ask what I could do to help
THE PERSON I DELEGATED TO:
Had no time for the task
Lacked the knowledge or skills
Didn't have enough authority to get information, materials or additional help to be successful
ONCE I ASSIGNED THE TASK:
I didn't check to see how she was doing or if she needed help
I constantly checked up on her as she worked
I didn't check his competency intermittently
I didn't clarify how he would be evaluated for his performance
WHEN THE TASK WAS FINISHED:
I didn't give her enough positive feedback or credit
I didn't give him feed back immediately
I thought someone else should counsel her for poor performance
I knew she didn't do it right, so I went back and did it myself the right way