



DELEGATION SKILL PLANNING TOOL

“Deciding what *not* to do is as important as deciding what to do.”

—Jessica Jackley,
Kiva co-founder

1 *Define Area of Responsibility.* What is the Task, Project, Big Picture?

2 *What is Desired Outcome?* Results/Measurements of Success

3 *What Information* does the employee need to be successful?

4 *Determine/Define* required levels of autonomy versus supervision

SKILL versus WILL



Have you observed this person's competency (skill) on this task? If yes, ask yourself, "On a scale of 1-10, what is their competence level?"

Higher competence = more Autonomy

What is person's **Will** or **Motivation** level to assume responsibility for this task?

If scores are low, take a more hands-on, conservative approach, and be more *directive, less facilitative.*

5 *Establish clear expectations,* measurements for success, and milestones for progress check-ins!



TIP

Focus more on defining overall responsibility, NOT 'how to do it!'

“Delegation requires the willingness to pay for short-term failures in order to gain long-term competency.”

—Dave Ramsey

With thanks to Erika Andersen, *Leading So People Will Follow*

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