A Delegation Framework

Implementation Blueprint

FUEL Your Learning

Understand the

Focus your learning



What did I take away from the session?

1

current state



Where am I currently in relation to the learning objectives?

2

Explore the desired state



Where do I need to be in relation to the learning objectives? What's the end game?

Lay out a success plan



Explore the options to create an action plan that will achieve the end goal. What doI need to do next?

Power Questions

term 'delegation' - what does it mean? 5 If I delegate a task to someone else, why am I still accountable for it? 7 8

Why should I explain why

the job is important?

I don't understand the

10 Give them the what, but not the how. Explain what that means?

Why should I let them determine the 'how' part?

What if they have no idea

how to do the task?

Why might the delegatee need authority to do the job?

11 What could be the possible impact if I don't let the team know what the delegatee is working on?

Why should I gain their agreement re the deadline?

3

6

9

If they're not happy with the proposed deadline, what are my options?

Why should I ask for their feedback in step 5?

12 How can you be sure they've really understood what the job entails and what's expected of them?