

To delegate successfully I need to...

- Let the person know that you would like to delegate something to them
- Communicate what you want to delegate and why it is important – what is the purpose?
- Set expectations of outcomes – establish shared criteria for success
- Ask them if they are able to help you with this. If not, what do they need to be able to say yes to this?
- Transfer responsibility – let them know that they are now responsible for this
- Ask ‘how will I know if it is on track?’ Or ‘how will I know when this is done?’