Delegation Process Questions

Delegation is an important skill for leaders at all levels, yet one that can be challenging. Regardless of how small the task or large the project, the steps below provide a framework for successful delegation that helps free up your own time and energy, promotes growth in staff, and supports high-quality outcomes.

1. Identify the Scope
What is the work?
Why are you delegating it?
What is your desired outcome?

2. Match Skills to Project
Who is best suited to this? Can you share your reasons for selecting them?
Do they have the skills and interest, or is it a stretch for them?
How does this project relate to their interests and goals?

3. Communicate Expectations
What does the person need to know? How will they access the information?
How independently should they work?
Do they understand what is needed?

4. Coordinate Work
How will work be coordinated among other staff or contractors?
What is your role?
What systems/structures are needed?

5. Track Progress
When and how often will you monitor progress?
What will you be looking for at each check-in?

6. Offer Support
What does the person need to be successful?
What support can you personally commit to?
What other support can be arranged?

7. Ensure Quality
What does "quality" mean for this effort?
How will you both know whether the standards are met?

8. Follow Up and Debrief
What went well?
What could have been better (on both sides)?
What lessons learned can we apply to future projects?

Building the leaders our society needs through real-world work experiences.