

Delegation - Getting The Help You Need, When You Need It

Use This Process When You Delegate Work:

- 1) Decide what to delegate
- 2) Find the right person to delegate to
- 3) Explain the purpose of the job, what & when you expect
- 4) Let the delegated person get on with the job and review work at appropriate checkpoints
- 5) Only accept good quality work
- 6) If appropriate, reward the effort