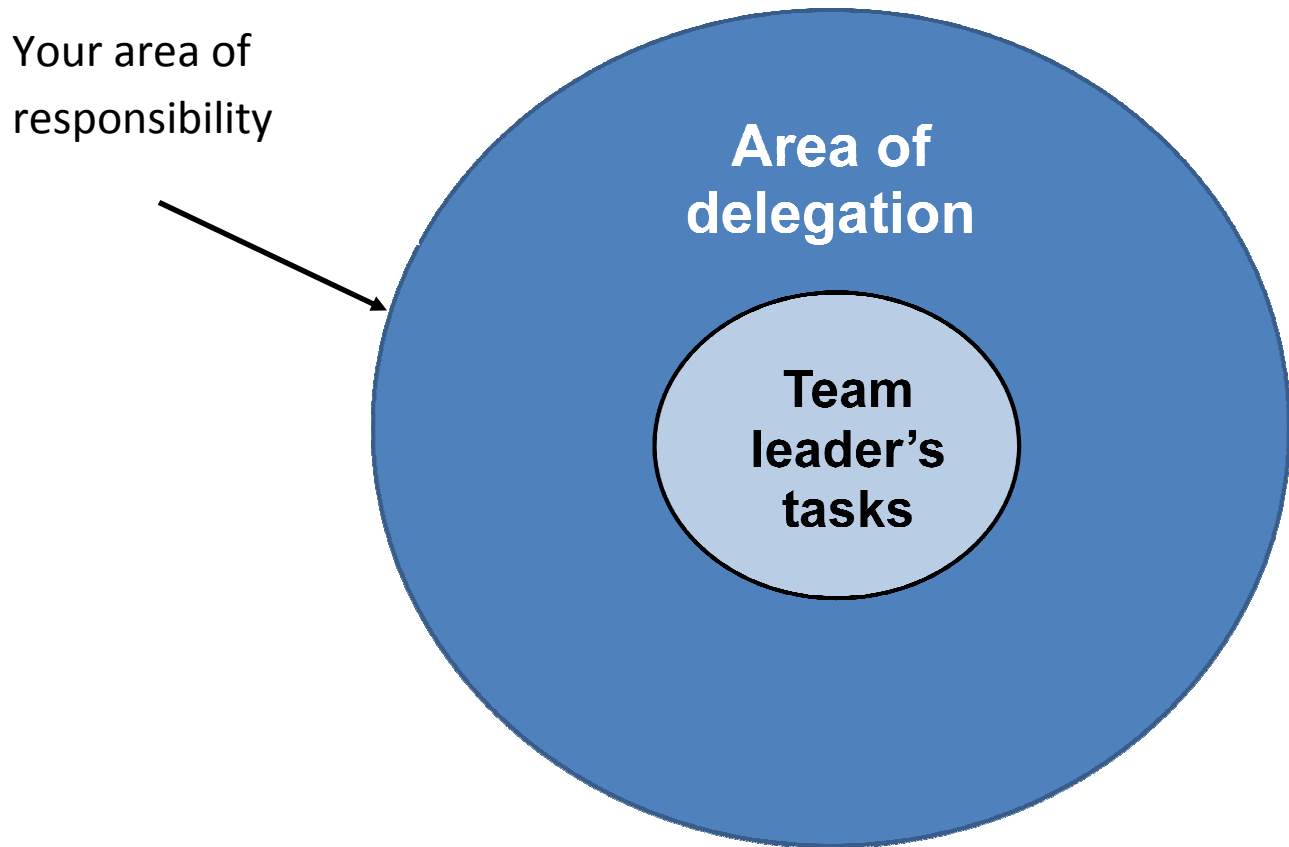


## What could I delegate?

Use this crib sheet to help you identify aspects of your current workload that could be delegated to someone else.

- List the key things that you do in your role - the main tasks.
  
- Make a note of any tasks that you should not be doing at all.
  
- Put aside things that you should definitely not delegate (tasks well beyond the skills and experience of your team; those that require you personally; confidential tasks, like line management issues; tasks delegated to you).
  
- Look at the tasks that are left - in particular look for time consuming tasks, routine / regular tasks, tasks that someone else may do better than you; anything that offers a real development opportunity to your team.

If it helps use the following visual model for putting your tasks in order of things you could not delegate, things that are outside of your area of responsibility and those things which you could consider delegating:



- Now think about the people in your team - who might be suited to delegation? (what existing skills/experience/knowledge do they have? What work have they shown an interest in? What is their current work load like? What potential do they have for greater responsibility?)

## **Delegation plan**

Use this crib sheet once you have decided what to delegate and to whom. It is designed to help you develop a clear brief to give to the person you're delegating to, so that they are clear of their new responsibilities and your expectations.

**What do I want to accomplish - what is the objective of the task?**

**What standards must be met (if any)?**

**Timescales / Completion dates:**

**Resources requirements (skills, budget, equipment, people etc)**

**How involved should I be?**

**What level of authority might I delegate?**

**Who needs to know about this delegation?**