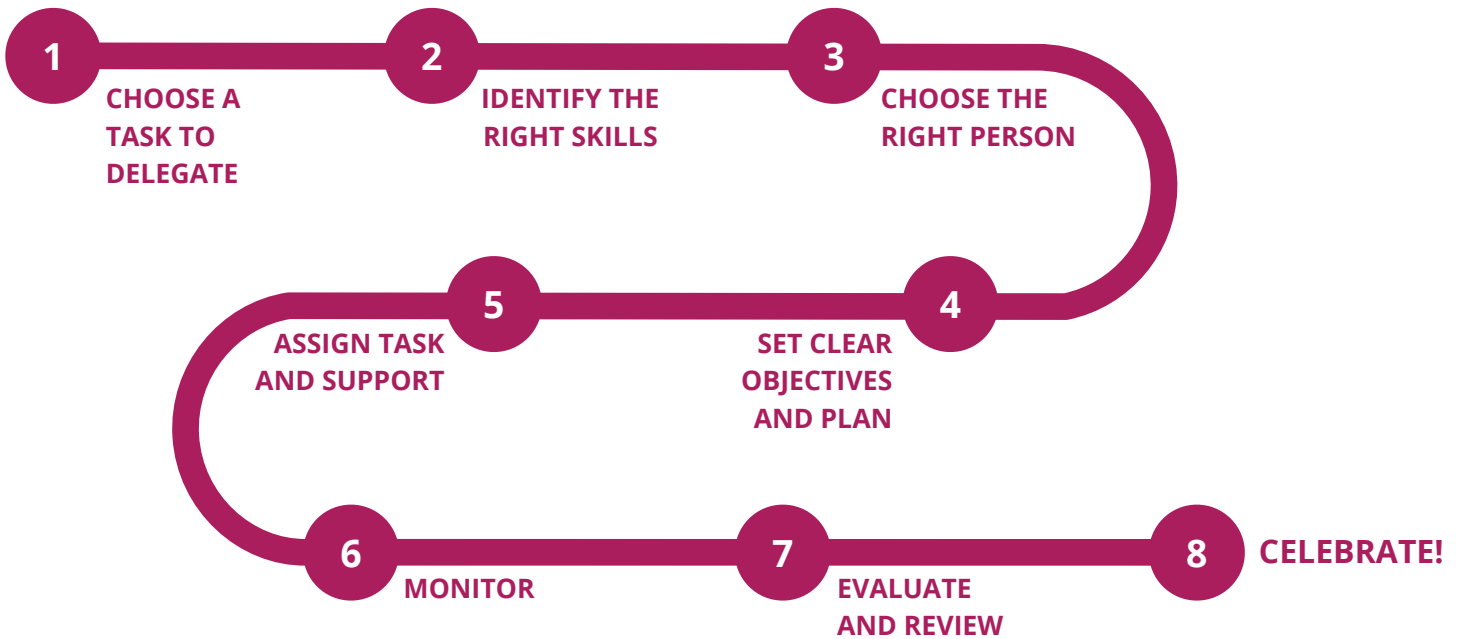


# Delegation

Being able to assign work to others and ensure it gets done is an important skill to master. Some people will hoard work, not trusting others to do it correctly. Others will delegate work without establishing accountability, and the work gets done poorly. Generally speaking, task delegation needs to be planned, supported and managed from beginning through to the end (Rees, 1987).



The following form can help you organize the tasks you outsource to others.

What is the task you wish to delegate?	
When is this task due?	
Why is this task important?	
What kind of skills does this task require?	
Who is the best person for this task?	
What support or training will they require?	
Do they have any special concerns?	
How will you evaluate this task when it's done?	