DELEGATION TOOLKIT

‘If you want to do a few small things right, do them yourself. If you want to do great things and make a big impact, learn to delegate.’

John C. Maxwell

DELEGATING TASKS
This online learning from LinkedIn learning will show you the benefits of and how to approach delegating tasks to your team. (35 mins)

WHY DO I WANT TO DELEGATE?
This article gives a brief overview of the main reasons why anyone might want to delegate. (3 mins)

WHAT SHOULD I DELEGATE?
Finding it difficult to decide what tasks you should delegate to your team members? Use this exercise to help you clarify your delegation priorities. (45 mins)

PREPARING TO DELEGATE
This template will help you to prepare to assign a delegated task to a member of your team effectively. (10 mins)

TOP TIPS FOR DEALING WITH DELEGATION CHALLENGES
This article looks at some common barriers to delegation and how to address them. (6 mins)

SHARING EXPECTATIONS FOR DELEGATED WORK
An exercise for you and your team members to complete to enable you to share expectations and the ground rules for a new piece of delegated work. (4 mins)