



# 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

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## 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)**

