

Delegation Action Plan



Strategic **delegation** is a way to purposefully grow talent. Rather than the “dump and run” strategy, this requires a mindset and skill set shift. Take a few moments to consider responsibilities proactively, identifying areas of opportunity and standards of performance. Then do an employee analysis, considering who might be the best fit for the opportunity. Make a selection based on Part 1 and 2. Have a conversation with your employee to gain their buy in and their commitment to the new responsibility.

Part 1

Consider the following.

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| Identify 3 responsibilities you could delegate: | | | |
| Prioritize the 3 items based on their “delegation” value, i.e., how would you use your time differently if this responsibility was delegated? What capabilities would be developed by others if they were to take on this responsibility? | Priority 1 | Priority 2 | Priority 3 |
| Outline the following for your top 2 : | Knowledge needed, tools or resources required for success: | Success measures: | Timeframes: |
| Priority 1 | | | |
| Priority 2 | | | |

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Part 2

Next consider your **resources**. Consider the term “employee” loosely, as this can be your direct reports, your peer group or your manager.

| Employee | Strengths | Development Needs | Capacity | Willingness to Learn/Grow |
|----------|-----------|-------------------|----------|---------------------------|
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Consider Part 1 (what can be delegated) and Part 2 (available resources). Based on a review of this information, who will you delegate to and why? How will you gain commitment for this responsibility (i.e., what is the value to them) from your employee or team member?