

Module 19: Delegating responsibilities

Review the Four Phase Model of Delegation:

Four-Phase Model of Delegation			
Evaluation →	Handover →	Support →	Debrief →
Assess aspects of the organization, your workload, and your employees. This will help you determine what can and should be delegated, and to whom various projects should be given. The goal here is to match up your employee's strength and opportunities for growth with the project that will help them further develop.	Communicate clear expectations about the goals of the tasks, resources that will be provided, and the timeline. You also determine how much autonomy you're going to give them. Determine how much freedom you're assigning.	Deliver resources and support promised in phase two. This includes granting access to authority, providing resources, and coaching your employee as needed. Delivering what you promised builds trust and respect with your employees and again, contributes to the successful completion of the task. Monitor the progress of the employees.	Occurs once the task is completed. Thus, ending the delegation. You and the employee meet to discuss the outcome of the task as well as the process of delegation. You discuss what issues arose, lessons learned and ideas for improvement.

Highlight the areas in the chart where you exhibit strengths.

What areas of delegating do you need to improve?