

Circle the number that most represents your delegation skills. This is for your own personal growth so be honest.

Select the number to the degree you agree with each of the statements below.

I am confident that I consistently plan all delegation well ahead of when I delegate tasks.	0 1 2 3 4 5	I rarely plan my delegation ahead and tend to delegate quickly and often as issues or tasks arise.
Prior to delegation I always think carefully about objectives, authority, how the work is to be done, controls and time required.	0 1 2 3 4 5	Normally I work with the subordinate at the time of delegation.
I always agree regular review dates and I keep myself and subordinates to these.	0 1 2 3 4 5	I tend to be irregular and inconsistent with my reviews. Often are changed because of other priorities.
Once I have delegated, I try not to be involved in the work of subordinates, I rely heavily on review periods to check progress.	0 1 2 3 4 5	I tend to hover and question the subordinate. Often, I must handle parts of the work for the subordinate.
At the end of a task, I always establish why we have succeeded or failed.	0 1 2 3 4 5	At the end of the task, I rarely review or feedback on whether the task was a success or failure as we are often onto the next task.

I sometimes lack confidence in the skills and judgements of my subordinates, but I try to assess the risks of failure rationally.	0 1 2 3 4 5	Unfortunately, my subordinate doesn't have the skills and judgment for many of the tasks which I would like to delegate.
Most of the tasks I delegate I know I could do quicker than my subordinates, but I try to resist the temptation to do the task myself.	0 1 2 3 4 5	Most of the tasks I could delegate I know I can do quicker. Often it will take longer to brief the member of staff than to just do it myself.
I believe that my delegation is the most effective means of developing my staff.	0 1 2 3 4 5	I would like to develop my staff by better delegation, but it seems to take too much time
I never do detail work or menial tasks that I know others can do.	0 1 2 3 4 5	I often find myself doing the detailed work and often I do some of the repetitive, functional tasks.
I constantly review my workload and identify whether I am the right person to do it.	0 1 2 3 4 5	I sometimes feel bogged down by a never ending to do list and don't like to overload my team

Scoring your delegation style:

Score between 10-14

You are an effective delegator. You possess positive attitudes and a highly developed skill in delegation. Your team is probably well developed and clear about what you both want and what you require and how you are going to deliver that requirement.

Score between 15-24

You are effective with some small areas for improvement. Although certainly your teams are performing well and are clear about your standards of working, some areas can be improved.

Score between 25-35

You have a weakness in this area of management. Probably you do not spend enough time planning and organising to enable effective delegation and may fail to monitor effectively at all times. If you developed your delegation effectiveness your team performance and engagement will improve.

Score between 36-45

You are underdeveloped in the skill of delegation and unfortunately your team may be critical of your skills and feel stuck and not stretched. They may have inconsistent messages about what is expected of them and feel micromanaged or too remote.

Score of 46+

Means you are very poor at delegating. Almost certainly your team is underperforming, and you are likely to feel pressured and stressed and take on too much work. You may feel a lack of trust in delegating or your team maybe a sense of chaos and inconsistency