

What does delegation mean to you?

Read the statements below and circle how much you agree/disagree.

0 strongly disagree - 5 strongly agree.

..... Delegation is about getting other people to perform tasks.	 0 1 2 3 4 5
..... It is important to pass responsibility for a task when you delegate.	 0 1 2 3 4 5
..... The effective manager only delegates the tasks if he/she knows the person is a capable of completing the tasks.	 0 1 2 3 4 5
..... The Manager should be able to complete the task as well as the team member can, to justify delegation.	 0 1 2 3 4 5
..... Sometimes there just isn't time to delegate.	 0 1 2 3 4 5
..... The Manager should let the team member decide how to perform the task he/she has been delegated with.	 0 1 2 3 4 5
..... Delegation is a 2-way process.	 0 1 2 3 4 5
..... Sometimes the manager cannot expect a task to be completed properly.	 0 1 2 3 4 5
..... If you want a task done well it's often easier to do it yourself.	 0 1 2 3 4 5
..... Some tasks are more important than others.	 0 1 2 3 4 5
..... Gender is irrelevant to delegation.	 0 1 2 3 4 5

Scoring:

Over 40:

You have a good handle on delegation. Keep putting it into practice and look for more opportunities to develop people by delegating more responsibility.

21-39:

You understand delegation but have room for improvement. Look at when you do delegate and what benefits you gain.

How can you build on this?

Under 20:

You have some delegation development work to do for yourself. Identify the reasons why you are not comfortable with delegation and try small steps by allocating small tasks to people and learn to trust.