Worksheet: Allocate Authority, Information, Resources etc & Letting Go

Instructions

After ensuring that we have shared expectations for the delegated task it is important that we do not undermine delegation through lack of allocations of resources or authority or a lack of clarity about support. For each of your 2 delegated tasks complete the following:

1. List out what authority needs to be handed to the chosen delegate and who else needs to be aware that the delegate has this authority to act
2. List out what resources need to be provided or set aside for the delegate to act? Who else needs to know that the delegate is able to utilise such resources or is required to make the resources available to the delegate?
3. Is there any other information the delegate needs to be aware of to flourish in this task?
4. Determine how long you will wait in between 'checking in' / coaching (NB how long can you trust that the delegate can succeed on their own? This may change over time)

The Task to be delegated: _____

Authority

What authority does the delegate require? Eg use of funds, leadership of people, decision making, access to computers, copiers etc	Who else needs to be aware?

Resources

What Resources does the delegate require? Eg use of funds, property, equipment, etc	Who else needs to be aware?

Other Information

What other information the delegate needs to be aware of to flourish in this task?

Checking in – Letting Go

How often will we 'check in'?

The Task to be delegated: _____

Authority

What authority does the delegate require? Eg use of funds, leadership of people, decision making, access to computers, copiers etc	Who else needs to be aware?

Resources

What Resources does the delegate require? Eg use of funds, property, equipment, etc	Who else needs to be aware?

Other Information

What other information the delegate needs to be aware of to flourish in this task?

Checking in – Letting Go

How often will we 'check in'?