



INSPIRATIONAL LEADERSHIP SERIES

Delegation: Five Levels

In the five levels of delegation, the higher the level, the more authority is granted. Which level you use with any given team member on any given project or task will vary. Consider these factors:

- The level of competence and trustworthiness of the team member.
- Your developmental plan for the team member and whether the level of delegation empowers them sufficiently.
- The importance of the project or task.

An approach you can take with an team member with whom you do not have a lot of history, or an team member you are in the process of developing, is to begin with Level One. When you gain confidence in this team member, and they in themselves, you can advance to Level Two delegation, and so on.

Level 1

FIND RESOURCES: Look into and gather information, find resources, and bring the information.

Level 2

IDEAS BUT NO ACTION: Take this on, look into it, bring ideas of how to take it forward, but do not take action.

Level 3

IDEAS AND PARTIAL ACTION: Come up with ideas and take action to a certain point.

Level 4

RELEASE WITH CHECK IN: Full control and release but check back... status reports.

Level 5

FULL RELEASE: Full control. Just run with it. Maybe not even check back.



Consider the following points and, if appropriate, included in the delegation agreement:

- What is actually been agreed upon... what will happen?
- What is the standard of how the project/task will be measured... how will you know?
- What is the tracking system of how progress/ results will be monitored?
- When is the project/ task to be completed?
- When is follow-up being scheduled (schedule a date), who will initiate the follow-up and what form will the follow-up take... what will be reported and how?
- Why is the project/task important... how does it contribute?

