



Delegation Planner

Use the worksheet below to create a delegation plan for a particular assignment.

Step	Description
<p>Description Be sure to provide any necessary background information.</p> <p>Examples:</p> <ul style="list-style-type: none">• What are the goals or desired outcomes?• How will we know it is complete?• Why is this assignment important?	
<p>Support Needed Describe the support required to complete the assignment.</p> <p>Examples:</p> <ul style="list-style-type: none">• Training• Tools• Resources• Authority	
<p>Follow-up Create a follow-up plan with your employee.</p> <p>Examples:</p> <ul style="list-style-type: none">• When is the task or assignment due?• Are there check-in milestones?	