

THE EFFECTIVE LEADER'S TASK DELEGATION TEMPLATE

Follow this simple conversation structure to quickly prepare for delegation conversations with your team. It's designed to be completed in under ten minutes, helping you ensure clarity as you develop your people!

TARGET THE IMPORTANT TASK:

THE TASK IS:

IDENTIFY THE INDIVIDUAL:

I CHOSE YOU BECAUSE:

MANDATE IMPORTANT METRICS

SHOULD BE COMPLETED BY:

WHAT GOOD LOOKS LIKE:

WHAT GREAT LOOKS LIKE:

EQUIP WITH RESOURCES AND EVALUATE:

TOOLS YOU MAY FIND HELPFUL:

PEOPLE YOU MAY FIND HELPFUL:

OUR NEXT PROGRESS CHECK-IN WILL BE: