

Delegation Tools

<i>Delegation Skills Checklist</i>		
<i>Use this checklist to learn how well you delegate. Answer the following questions.</i>		
Question	Yes	No
1. Do you spend most of your time completing tasks that require your level of skill or authority?		
2. Do you assign tasks to people at the lowest level capable of completing them successfully?		
3. Do you have trust and confidence in the ability of your 4-H members and volunteers to complete assignments successfully?		
4. Do your 4-H members and volunteers know what you expect of them?		
5. Do you take the time to carefully select the right person for the right task/job?		
6. Do you clearly brief 4-H members and volunteers on all aspects of an assignment when you delegate?		
7. Do you allow 4-H members and volunteers sufficient time to solve their own problems before interceding with advice?		
8. Do you use delegation as a way to help 4-H members and volunteers develop new skills and provide challenging assignments?		
9. Do you focus on results achieved versus the methods used to achieve them?		
10. Do you provide 4-H members and volunteers with the necessary authority needed to complete assigned tasks?		
11. Do you realize that mistakes may be made and are an important part of the learning process for your 4-H members and volunteers?		
12. Do you clearly outline expected results and hold your 4-H members and volunteers accountable for achieving desired results?		
13. Do you support your 4-H members and volunteers the appropriate level of feedback and follow-up?		
14. Do you feel comfortable sharing control with your 4-H members and volunteers?		
15. Do you recognize that, as a delegator, you retain the ultimate responsibility for the outcome of the delegated assignment?		
TOTALS		
<p><i>If you answer "yes" to at least twelve (12) questions, you are doing a good job of delegating. If you answer "no" to at least three (3) or more questions, you may want to enhance your delegation skills. For those questions which you answer "no" to, you may want to identify how to change the behavior and practice it the next time you delegate an assignment.</i></p>		