

## DELEGATION PLAN

<b>Task to Delegate:</b>  	<b>To:</b>  
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<b>Benefits for Me:</b>  	<b>Benefits for Them:</b>  
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Preparing the Delegation in 5 steps	
1/ Getting ready (Who, What, When?)	
2/ Inform Why them? What limits? What resources? What support, follow-up?	
3/ Create a positive environment? Who to warn? How to prevent it? What support is expected?	
4/Plan monitoring Why monitor? How often? What schedule?	
5/ Set evaluation target (What result is expected? What behavior/skills are required to achieve it?)	

Follow up date	Monitoring progress / actions / new objectives