Delegation is all about sharing responsibility and authority with others and holding them accountable for results.

**Responsibility:** the delegated assignment/task; note that the manager is still ultimately responsible for end results

**Authority:** freedom and support to make necessary decisions regarding the delegated assignment

**Accountability:** answering for actions, decisions, and ultimate results

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**Steps for Effective Delegation**

**Task Analysis**
Determine which tasks are necessary, and of those, which could be delegated

**Talent Analysis**
Determine strengths and skills areas of employees as well as development areas, and consider workload when thinking about delegation potential

**Aligning Tasks and Talent**
Considering goals, interest and motivation, and current workload, identify assignments

**Planning the Delegation**
Consider and map out objectives, available resources, time parameters, methods, level of authority or control, and your expectations for communication and check-in, as appropriate

**Communicating Expectations**
Meet with the delegate, sharing your plan and expectations for the assignment, ensuring mutual agreement and understanding

**Monitoring and Coaching**
Follow up as agreed with communication and checking progress, providing feedback as necessary and supporting the delegate with coaching as appropriate

**Results and Closing**
At completion of the assignment, review results together reflecting on the process and lessons learned in addition to outcomes – share the credit with recognition