**DELEGATION PLANNING GUIDE**

This form will help you plan your delegation project. Keep in mind that delegation and task assignment are different. Delegation requires new skills or responsibilities. Thus it is important to provide training and on-going coaching until the person is able to assume full responsibility.

|  |  |
| --- | --- |
| Task or responsibility to be delegated |  |
| Person to whom to delegate |  |
| Training required |  |
| Who will provide training |  |
| How will training be provided |  |
| When will training be provided |  |
| What is the follow-up plan? |  |
| What is the schedule of training, coaching & follow-up? |  |
| What are the results? Has this been a successful project? What are the benefits? |  |
| Have you given proper feedback & recognition? |  |