



Delegation and Empowerment

DELEGATION CHECKLIST

A Promoting Excellence Online Course

This is part of a series of online courses
available from Promoting Excellence
Leadership Consultants.



Promoting
Excellence

Module 2: Delegation Checklist

Read each statement and score your level of agreement. 1 = never, 5 = always/definitely

	Question	Your Score 1 = never, 5 = always/definitely
1	I routinely hand over responsibility to others who work for me	
2	I see delegation as a means of building capacity and skills in others	
3	I see delegation as a means of improving confidence, motivation and self esteem of others	
4	I delegate interesting and challenging tasks and responsibilities	
5	Before I delegate, I consider the skills, experience and capacity of those I will empower	
6	When I delegate, I provide clear guidance and timescales, then let them get on with it	
7	I offer ongoing support to those I have empowered	
8	I make sure that those I have empowered have adequate resources to complete the work	
9	I let others control the pace and complete the work independently and in their own way	
10	I trust people to do things right and in their own way	
11	If things go wrong, I take responsibility	
12	If things go wrong, I defend the person/people I have empowered	
13	I see mistakes made by those empowered as a learning opportunity	
14	I make sure to provide constructive feedback to those I have empowered	
15	I recognise and praise good work done by those I have empowered	

SCORING:

Your score was:



Your Score	Interpretation
70 – 75	Excellent delegator – keep it up!
60 – 69	Evidence of good delegation skills.
50 – 59	Some skills, but you need to let go and trust people more.
Under 50	Understandable if you are not in a management position. If you are a leader or manager you need to start giving others the opportunity to take responsibility - it will make your life easier and show them they are trusted and give them new skills.

Now transfer your score to your workbook and continue with Module Two