

Ten Levels of Delegation

1. "Wait to be told" or "Do exactly what I say" or "Follow these instructions precisely."
2. "Look into this and tell me the situation. I'll decide."
3. "Look into this and tell me the situation. We'll decide together."
4. "Tell me the situation and what help you need from me in assessing and handling it. Then we'll decide."
5. "Give me your analysis of the situation (reasons, options, pros and cons) and recommendation. I'll let you know whether you can go ahead."
6. "Decide and let me know your decision, and wait for my go-ahead before proceeding."
7. "Decide and let me know your decision, then go ahead unless I say not to."
8. "Decide and take action - let me know what you did (and what happened)."
9. "Decide and take action. You need not check back with me."
10. "Decide where action needs to be taken and manage the situation accordingly. It's your area of responsibility now."