

Delegation Script

Delegating A New Task

When assigning a new task or responsibility to a team member, how to introduce the new work.

The exact words used are less important than conveying the purpose behind those words and capturing each step of the process. Use your own words so it feels natural.

There is a reason for each statement, listed just before it so that all information shared is purposeful and intentional.

The idea is to cover all bases of concerns or potential resistance, so that at the end of the conversation it is clear that both of you are on the same side with the common objective of growing their impact to the business and advancing their career.

1

The Change As A Natural Next Step That Benefits The Team Member

I have a new assignment for you. I chose you for this because you have these skills already, and this opportunity will let you lean on those while you develop these other skills.

2

Acknowledge The Newness And Express Confidence

I know this may feel foreign and new but that's exactly what we are looking for to grow and keep learning.

3

Set The Expectation for Independent Work

To the extent that you can come up with your best ideas and proposal on the way forward in your own, that is what would be most useful.

4

Clarify When To Engage You

You can post me on your progress and direction. Unless I think something should be adjusted, I'll let you run with it.

5

Specify How To Incorporate Into Existing Workload

I realize you have other responsibilities and this will require prioritization. Please use your judgment in prioritizing and socialize your order of approach with me so we stay on the same page.

6

Powerful Question

What questions do you have for me? Do you have any concerns?

7

Directly Tying Ask To Team Member's Career Goals

I know you are ambitious and I want to set you up for success by giving you new opportunities to make an impact and develop your skills.

8

Clear And Beneficial Reason Why

This gives you more wins to tout as we approach mid year / year end performance reviews and consider your contributions for promotion of title. This adds to your experience set, your toolkit of skills, and your track record of performance.

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Encouraging Independent Work

To steer employees towards carrying out the responsibilities they already have more independently, requiring less hand-holding from you as their manager.

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1

Powerful Question

How do you feel things are going in your work? (This will help you gauge their self-awareness on the topic and tailor your feedback accordingly)

2

Observation of Behaviors and Why Change Is Needed

Here is what I am seeing. I enjoy our time collaborating together and that we produce top-notch work, but I would do you a disservice by continuing that routine and not letting you build these skills independently.

3

The Change As A Natural Next Step That Benefits The Team Member

The development step that is in front of you now is you doing it first, without me, to get it as far along as you can, and farther every time by reflecting on the feedback I gave you the last time we did it.

4

Context For The Feedback – Common Goal Of Continuous Growth

I know it's important to both of us that you are developing and growing, and this is your next challenge.

5

Clear Ask To Proactively Own Incorporating Feedback

I'm taking the training wheels off on this and asking you to spot the trends and patterns of what I end up commenting on or updating.

6

Clear And Beneficial Reason Why

This will be the best way for you to learn and be ready for your next big role one day.

7

Directly Tying Ask To Team Member's Career Goals

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