

Planning to delegate

Remember when delegating tasks, the manager is still accountable for that job so invest time in getting it right!

WHAT to delegate	Your Plan
<p>Job/Task to delegate</p> <p>Clearly summarise what you want someone to do/achieve, and the time and effort required.</p> <p>Also consider the benefits of delegation for you, the individual, and the farm.</p>	
WHO to delegate to	
<p>Identify the right person</p> <p>Someone who already has the skills and confidence to take on the task</p> <p>or</p> <p>Someone who has the potential to take on the task but needs more support and development.</p>	
HOW to agree clear expectations	
<p>Identify any tools to help clarify what 'GOOD' looks like.</p> <p>As well as having conversations to explain what you want someone to do, consider any other tools or frameworks that will help e.g.</p> <ul style="list-style-type: none"> • Protocols/SOPs • Task lists • Visuals/pictures/videos • Demonstrations <p>Check understanding with open questions using the TED technique, Tell - Explain - Describe. It will help you ask open questions</p> <ul style="list-style-type: none"> • Talk me through your plan for this morning, what will you do first? • How long do you think that will take you? • What needs to happen when you finish that job? • Who do you need to update? • What do you need to record? 	

Follow the four steps of delegation to build skills and confidence

1. Manager Instructs	2. Manager Discusses	3. Manager Supports	4. Manager Empowers
Individual checks in with manager before doing anything	Individual and manager agree what needs doing and manager reviews progress	Individual does the job and manager supports using coaching questions to review progress and learning	Individual does the job and updates the manager on progress and learning

Monitor and review progress

Job/Task	
Level of performance required	
Actual level of performance shown	
Actions/Improvement required	
Coaching/Training Support	
Timescale	

Review	Feedback notes and comments	Date
1		
2		
3		

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