

DELEGATION

6WH of delegation

In seed #14 you have already read about the benefits delegation can offer you and your team. If you have realized these and still need more input for doing so, then the 6WHs of delegation will help you.

We keep hearing about a core challenge of managers when it comes to the topic: How do I make sure that what I intended to delegate really gets done?

A guideline

Prepare to delegate using the six questions. If you like, you can lead your employee through the following conversation to the task using the 6WH. Or you can create an organic conversation and keep the 6WH in mind as a blueprint.

What? What needs to be done? What is the desired result?

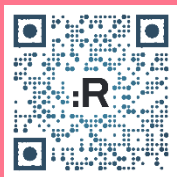
Who? Who is given the task to (see seed #14!) and for what purpose do you delegate it to this specific person?

Why? How does the task relate to the overall goal of the team or organization? Why is this task important? What is its importance?

How? How to proceed? What guidelines are to be followed? Which procedures should be used? *The level of detail you specify here depends very much on the skills of the employee.*

With what? What tools are needed? What authorizations or support is needed?

When? When to begin? By when should the result be available? What check-ups are there in between?



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