

EMERGE

Trinity Health Mentoring Program

Delegation



Developing your delegation skills is a crucial aspect of being an effective leader. Delegation is a sign of a confident leader who recognizes the strengths of their team members and leverages them to achieve their goals.

CHECK THE BOXES TO SELECT THE AREAS YOU WANT TO TALK ABOUT.

MENTEE SITUATION

- ☐ Are you comfortable with delegating to others?
- ☐ What tasks are you currently delegating?
- ☐ Are you delegating enough?
- ☐ How do you identify or prioritize which tasks to delegate?
- ☐ Do you follow-up on delegated tasks?
- ☐ How do you decide which delegate tasks to your team?

MENTOR EXPERIENCE

- ☐ Describe a time where you wouldn't have succeeded without delegating.
- ☐ Discuss methods you use to decide what to delegate and to whom.
- ☐ How do you follow up to ensure the tasks you delegate are being accomplished?

DEVELOPMENT GOALS

- ☐ Complete The Delegation Decision worksheet.
- ☐ Describe your biggest challenge or concern with delegating and take action to overcome it.
- ☐ Identify an important task to delegate and develop a plan to do it.

TIPS TO GET YOU STARTED:

- Schedule time for a discussion around delegation.
- Share your intention for the discussion/meeting.
- When asking questions allow some time for a response. Be comfortable with silence, this allows the person to explore and formulate their thoughts.