

DELEGATION PLAN

Task to Delegate:

To:

Task Detail:

Desired Outcome:

Benefits for Me:

Benefits for Delegate:

Benefits to the Organization:

Steps for Teaching the Task:	Target Date
1. Demonstrate how to do the task:	
2. Observe the task being done & take constructive notes:	
3. Re-demonstrate the pieces that aren't clear:	
4. Assign the task and set up clear expectations:	
5. Set a measurable and timely goal:	
6. Inspect and discuss on a regular basis:	

Method of Tracking:

FEEDBACK LOG

[illegible]