

# VANGUARD BUSINESS EDUCATION

## Delegation Checklist

Delegation frees your time and builds your team, but only when you do it well. This checklist takes you through the three stages of delegating: choosing the right task and being clear before you hand it over, setting expectations during the handover, and following up afterwards. Tick each step, then review the common mistakes so you avoid the traps that turn delegation into rework.

### Before delegating

#### Selecting the task

- The task suits someone else's skills or development
- It does not need to be done by me specifically
- I have time to brief the person properly

#### Clarifying outcomes

- I know exactly what a good result looks like
- I have set a realistic deadline
- I have identified what support the person may need

### During delegation

#### Setting expectations

- I explained the outcome, not just the steps
- I shared the deadline and why it matters
- I made the level of authority clear
- I pointed to any resources or examples

#### Confirming understanding

- I asked the person to summarise the task back to me
- I checked they have what they need to start
- I agreed when we will check in

### After delegation

#### Monitoring progress

- I check in at the agreed points, not constantly
- I am available for questions without taking over
- I let the person solve problems their own way

#### Reviewing outcomes

- I reviewed the result against the outcome we agreed
- I gave specific feedback on what worked
- I recognised the person's effort

## Common delegation mistakes

- Delegating the task but not the authority to do it
  - Giving instructions instead of a clear outcome
  - Checking in so often it becomes micromanaging
  - Taking the task back at the first sign of trouble
  - Skipping feedback once the work is done
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## Ready to Take the Next Step?

If you would like guidance on selecting the most suitable qualification pathway, visit Vanguard Business Education or speak with our team. All qualifications are delivered 100% online with no entry requirements, and our on-site assistant SmartCoach™ can answer your questions at any time.

**Browse qualifications:** <https://vanguardbusinesseducation.edu.au/business-qualifications/>

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