DELEGATION & LEADERSHIP

Introducing

THE ASSIGN™ METHOD

A | ASSESS THE TASK

S | SELECT THE RIGHT PERSON

S | SET CLEAR EXPECTATIONS

I | IDENTIFY RESOURCES

G | GIVE AUTHORITY & AUTONOMY

N | NURTURE & SUPPORT

Delegation Isn't Losing Control · It's Multiplying It

THE 6 STEPS OF DELEGATION

ALWAYS BE A DIAMOND

THE 6 STEPS OF DELEGATION

Delegation isn't dumping tasks. It's developing people. Six steps take you from "it's quicker to do it myself" to a team that delivers without you hovering.

A ASSESS THE TASK *The Starting Point*	**S** SELECT THE RIGHT PERSON *The Match*	**S** SET CLEAR EXPECTATIONS *The Clarity*
I IDENTIFY RESOURCES *The Toolkit*	**G** GIVE AUTHORITY & AUTONOMY *The Trust*	**N** NURTURE & SUPPORT *The Follow-Through*

= DELEGATION DONE WELL

"Every task you hold onto is a growth opportunity you're keeping from someone else."

THE ASSIGN™ METHOD

A

ASSESS THE TASK

The Starting Point

Not everything should be delegated. But more can be than you think.

Delegation starts before the handover. Get clear on the scope, the complexity and the outcome you need, and be honest about whether the task really requires you.

- You get clear on scope, complexity and the desired outcome first
- You ask whether this genuinely needs you, or if that's just habit
- You spot the constraints and challenges upfront, not halfway through
- You delegate the task, never the accountability

S

SELECT THE
RIGHT PERSON

The Match

Right task. Right person. Right time.

Choose the individual most capable of handling the task, based on their skills, their experience and, crucially, their capacity. The right match makes everything that follows easier.

- You match the task to skills, experience and actual capacity
- You choose who could grow from it, not just who's free
- You check they have the understanding to succeed before you brief
- You treat delegation as development, never offloading

S

SET CLEAR EXPECTATIONS

The Clarity

Vague briefs create rework. Clear ones create results.

Clearly communicate the task, its objectives, deadlines and the standard expected. If they can't describe what success looks like, the brief isn't finished yet.

- You communicate objectives, deadlines and standards, specifically
- You define what success looks like, in their words as well as yours
- You explain how performance will be evaluated, with no surprises
- You check their understanding, not just your own

I

IDENTIFY RESOURCES

The Toolkit

Set them up to succeed, not to struggle.

Provide everything required to deliver: the tools, the information, the training, the people. A task handed over without the means to complete it isn't delegation. It's a trap.

- You provide the tools, information and training required
- You open access to the team members who can help
- You remove the blockers you can already see coming
- You never hand over a task without the means to deliver it

G

GIVE AUTHORITY
& AUTONOMY

The Trust

Focus on the result, not the process.

Empower them to make decisions and own the task. Hand over the authority, not just the activity, and stay available for guidance without hovering over their shoulder.

- You empower them to make decisions and take real ownership
- You hand over the authority, not just the to-do list
- You stay available for guidance without micromanaging
- You accept their route may not be yours, and that's fine

N

NURTURE & SUPPORT

The Follow-Through

Delegation doesn't end at the handover.

Offer ongoing support and check in regularly. Support, not surveillance. Constructive feedback and encouragement are what turn one good delegation into a more capable team.

- You check in regularly to keep progress on track
- You give constructive feedback and genuine encouragement
- You stay open to their challenges and questions
- You celebrate their win, publicly

ASSIGN™ IN ACTION

Here's the method on a real task: a client proposal, handed over well.

A | The task.
Prepare a draft proposal for a new client

S | The person.
Wendy, because she has the skills to do the job

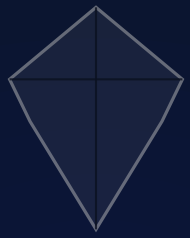
S | The expectation.
A 3 to 4 page proposal outlining the solution, ready by close of play Thursday

I | The resources.
Everything needed is available in the shared folder

G | The autonomy.
She decides the narrative and chooses the visuals

N | The support.
Available throughout, with a check-in on Tuesday

Notice what's missing: no hovering, no rewriting it yourself at 11pm, no quick tweaks before it goes out."



The ASSIGN™ METHOD

A	S	S	I	G	N
ASSESS	SELECT	SET	IDENTIFY	GIVE	NURTURE

"You don't scale by doing more. You scale by trusting more. Every task you hold onto is a growth opportunity you're keeping from someone else."

SAVE THIS · SHARE IT · HAND IT OVER

ALWAYS BE A DIAMOND