

Evolutionary Leader Program

Delegation Task Assignment

Review Delegation Opportunities:

Begin by revisiting the list of tasks you've identified in Exercise 4.3 as suitable for delegation. Ensure you have a clear understanding of each task's requirements and objectives.

Tasks Suitable for Delegation <i>(From Exercise 4.3)</i>	Selected Team Member	Rationale

If you have more Tasks to list, feel free to pull out some sheets of paper to continue your list

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Consider Team Member Skills and Capacity:

- ☐ Reflect on your team members' current skills, experiences, and workload.
- ☐ Consider who has the necessary expertise or potential to handle each task.
- ☐ Make a mental note of any development opportunities that align the task with a team member's growth area.

Task-Assignment Brainstorming:

- ☐ For each task, brainstorm potential team members who could be assigned the responsibility. Consider the following:
 - **Skill Alignment:** Does the team member possess the required skills or have the potential to learn them?
 - **Capacity:** Does the team member have the bandwidth to take on additional responsibilities?
 - **Growth Opportunity:** Will this task provide a valuable learning experience for the team member?

Documentation:

Utilizing the list above, pair each task with the selected team member(s). Include a brief rationale for each pairing, focusing on skills, capacity, and growth opportunities.

Reflection:

Reflect on how this delegation will impact your team dynamics and individual development. Consider how these assignments align with your leadership goals and the strategic objectives of your organization.

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