

# Evolutionary Leader Program

## Effective Delegation Communication

### Schedule Meetings:

Arrange one-on-one or group meetings with the team members you've selected for each delegated task. Choose a time that allows for a detailed discussion without interruptions.

Task Delegating	Selected Team Member	Meeting Scheduled For:

*\*If you have more Task Delegation Meetings to list, feel free to pull out some sheets of paper to continue your list\**

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### Prepare for the Meetings:

- ☐ Before each meeting, review the task objectives, expectations, progress check-ins, deadlines, and boundaries you have set.
- ☐ Anticipate potential questions or concerns that team members might have. Consider how you will address these queries to ensure clarity and confidence.

### Role-Playing (Optional):

- ☐ If you feel nervous about these meetings, practice role-playing with a trusted colleague. This can help you refine your communication and become more comfortable conveying your message.

### Conduct the Meetings:

- ☐ Clearly communicate each task's details, ensuring team members understand their responsibilities and the support available to them.
- ☐ Encourage open dialogue, allowing team members to voice any questions or concerns they may have.

### Document Insights:

- ☐ After each meeting, take time to document the insights gained. Note any adjustments needed in your delegation plan based on team member feedback or new understandings.

### Reflection:

Reflect on the effectiveness of your communication. Consider how these meetings have enhanced your leadership approach and the team's readiness to take on delegated tasks.

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