

# Analysing Personal Delegation Skills

## How well do I delegate?

Here is an opportunity to learn how well you delegate. This scale will help identify your strengths and determine where improvement would be beneficial. Circle the number that best describes you. The higher the number, the more the statement describes you. When you have finished, add up the numbers circled and put the total in the space provided.

1. Each of my employees knows what I expect of her or him. 7 6 5 4 3 2 1
2. I involve employees in goal-setting, problem-solving and productivity improvement activities. 7 6 5 4 3 2 1
3. I place my personal emphasis on planning, organising, motivating and controlling, rather than doing tasks others could do. 7 6 5 4 3 2 1
4. When assigning work, I select the assignee thoughtfully. 7 6 5 4 3 2 1
5. When a problem occurs on a project I have delegated, I give the employee a reasonable chance to work it out for him/herself. 7 6 5 4 3 2 1
6. When I delegate work to employees, I brief them fully on the details with which I am familiar 7 6 5 4 3 2 1
7. I see delegation as one way to help employees develop their skills, and I assign work accordingly. 7 6 5 4 3 2 1
8. I support and help employees in emergencies, but I do not permit them to leave work for me to do. 7 6 5 4 3 2 1
9. When I assign work, I stress the results desired, rather than how to accomplish them. 7 6 5 4 3 2 1
10. When I delegate a project, I make sure everyone concerned knows who is in charge. 7 6 5 4 3 2 1
11. When delegating work, I balance authority with need and experience. 7 6 5 4 3 2 1
12. I hold my employees responsible for results. 7 6 5 4 3 2 1

TOTAL \_\_\_\_\_

A score between 72 and 84 suggests you are on target. A score between 48 and 71 indicates you are getting by, but could improve. Anything below 48 means you need to make changes.