



DELEGATION TOOLKIT

THIS TOOLKIT IS MOST SUITED FOR: NEW/CURRENT MANAGERS, ASPIRING MANAGERS



LinkedIn Learning Course: Delegating Tasks **35 MIN WATCH**

This course covers key aspects of delegation:

- The delegation mindset - what tasks should you delegate? What keeps us from delegating?
- Options for delegating - how to delegate tasks to you direct reports.
- How to communicate effectively and set up the groundwork for delegation.



Questions to ask yourself before delegating tasks

3 MIN WATCH



**Why do I want to delegate?
How do I delegate effectively?**



**Harvard
Business
Review**

Business Balls Article: Delegating Tasks

15 MIN READ

This article covers:

- Why delegation is an important skill to have?
- How to decide on which tasks to delegate
- 9 steps to ensure delegation is successful
- Directions to other helpful tools.

Common pitfalls
of delegation

10 MIN READ