



Assignment Delegating

1. Make an overview of tasks you would like to delegate

Think of reasons why. Consider:

- Expenditure of time
- Difficulty of tasks
- Your preferences
- Needed skills
- Urgency

2. Make an overview of co-workers in your group

Review the different characteristics of each person. Think of:

- Skills
- Ambition
- Career perspectives/ Contract
- Current workload
- Preferences for tasks

To whom would you like to delegate what tasks?

At what moment?

With what level of decision making?

How/when will you communicate that?