FULL FOCUS

5 LEVELS OF DELEGATION **CHEAT SHEET**

LEVEL 1

CARRY OUT INSTRUCTIONS

This means "Do exactly what I have asked you to do. Don't deviate from my instructions. I have already researched the options and determined what I want you to do."

Your delegate lacks experience (e.g., a trainee).	or	You have already made a decision.

LEVEL 2

RESEARCH AND REPORT

This means "Research the topic, gather information, and report what you discover. We will discuss it, and then I will make the decision and tell you what I want you to do."

You have some confidence in the delegate.	You want to reserve the decision for yourself.

LEVEL 3

RESEARCH AND RECOMMEND

This means "Research the topic, outline the options, and bring your best recommendation. Give me the pros and cons of each option, then tell me what you think we should do. If I agree with your decision, I will authorize you to move forward."

You have growing confidence in the delegate.	You want to retain decision making authority.

LEVEL 4

DECIDE AND INFORM

This means "Make a decision and then tell me what you did. I trust you to do the research, make the best decision you can, and then keep me in the loop. I don't want to be surprised by someone else."

You have a high degree of confidence in the delegate.	You need to be aware of (not dictate) the action.

LEVEL 5

ACT INDEPENDENTLY

This means "Make whatever decision you think is best. No need to report back. I trust you completely. I know you will follow through. You have my full support."

You have complete confidence in the delegate.	There is no need for follow-up.

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FREE
FREE LIVE MASTERCLASS

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