

1. Wait to be told. Do exactly what I say. Follow these instructions.

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2. Look into this and tell me the situation. I'll decide.

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3. Look into the situation. Tell me the situation. We'll decide together.

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4. Tell me the situation. What help is needed from me? Then we'll decide.

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5. Analyze the situation (pros, cons, options). Make a recommendation. I'll let you know.

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6. You decide and let me know your decision. Wait for my go ahead.

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7. You decide. Let me know your decision. Go ahead unless I say not to.

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8. Decide. Take action. Let me know what you did. What happened?

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9. Decide. Take action. You need not check with me.

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10. Decide where action is needed. Manage situation. Your area of responsibility.

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## Applying Delegation Levels – Exercise

1. You wish to involve existing team members in the recruitment and hiring of new employees. What delegation level will you give them for decisions concerning various job candidates? Why?
2. You have new employees that report to you. They are right out of school but have shown promise in getting information you can use. What delegation level applies to new employees who show promise? Why?
3. You are spending your time answering phone calls for things that can be put into a system. You have noticed two team members who are good with organizing and mentoring. What delegation level will you give? Why?
4. You have a team member who is a senior skilled professional. They are slightly bored. You have an activity that needs attention but no time. What delegation level will you give? Why?
5. You have mapped out your work activities and have noticed that you are engaging in a number of tasks and activities that are considered Urgent but Not Important. Pick one for delegation, identify a resource and apply a delegation level. What delegation level will you give? Why?