

WHAT THE DELEGATEE NEEDS TO SUCCEED

1. She needs to know exactly what is expected of her.
2. She needs to know how much authority she has.
3. What will be the timeline for the project?
4. Will there be checkpoints and reports due? To whom?
5. Is this an ongoing assignment?
6. She needs to know how to do her job.
7. What kind of training will be provided?
8. Are there previous records and reports for her to use?
9. Will she be able to delegate some of her tasks to others?
10. Does she need a budget? How much is it?
11. Is there equipment needed to do this job?
12. Will there be recognition for a job well done?