



# Delegation Questionnaire

## How You Rate Your Delegation Skills

Rate your own delegation skills by using this checklist.

<b>SKILLS IN DELEGATING AND COORDINATING</b>	<b>I do</b>	<b>I don't</b>	<b>I'm going to work hard on this one!!</b>
I clearly define the role to be done.			
I clearly define responsibilities and accountability procedures.			
I usually develop clear role descriptions or work assignments in writing.			
I develop clear time lines and set deadlines.			
I train thoroughly before giving the role.			
I discuss new assignments with the volunteers.			
I keep in touch informally to access progress.			
I establish a routine reporting system.			
I re-evaluate assignments regularly.			
I establish emergency procedures (including ways volunteers can reach me in an emergency).			
I clearly define time requirements of the role.			
I arrange face-to-face meetings occasionally.			
I prioritize tasks and delegate whenever possible.			
I keep clear records.			
I create work teams with complementary personalities			
I support and motivate the volunteers.			
I plan and prioritize time carefully, so I am free to spend time with my volunteers.			
I say <b>NO</b> when it's appropriate.			
I establish rapport with my volunteers, so they will feel comfortable asking for help and share difficulties.			

## How Others Rate Your Delegation Skills



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<p>Give from 0 to 7 points on each of these delegation skills. (0 is low and 7 is high)</p>	
<b>Pre-delegation Skills</b>	<b>Score</b>
Clearly defining the task, role or job to be done and what can be delegated.	
Matching tasks or assignments with people's abilities and interests.	
Assessing trust levels, communication skills, current work load and competence.	
Prioritizing tasks and delegating what's appropriate to best accomplish the work, and to help others gain exposure, experience and growth.	
<b>Interaction Skills Score</b>	
Clearly describing the assignment.	
Determining and offering helpful resources	
Determining levels of authority and responsibility to give with the assignment and communicating them clearly.	
Assessing relationship's impact and creating an atmosphere conducive to communication.	
Using a meeting location and time-period conducive to discussion. Do you allow enough time?	
Conveying trust, support, and concern for the person.	
<b>Authority-giving Skills Score</b>	
Giving freedom to make decisions . . . holding people accountable for results more than methods.	
Giving authority to carry out responsibilities.	
Acknowledging authority given with actions, and words, among other staff and clientele.	
<b>Follow-through Skills Score</b>	
Making sure there are adequate resources, authority and support during the work process?	
Showing continued interest in effort and progress, by conducting pre-scheduled reporting sessions.	
Balancing freedom, support and structure?	
Rewarding consistent competence with autonomy.	
<b>Total Score</b>	
<p>Congratulate yourself if you scored 91 or more points. If not, keep reading, re-thinking, practicing good delegation skills, and watching other good delegators in action!</p>	
<p><i>Volunteerism for the Next Generation – Web Training Series Kansas State University Agricultural Experiment Station and Cooperative Extension Service</i></p>	