

The seven levels of delegation. Let's explore level one.

This is the lowest level of delegation. It's when the team member either has no idea how to carry out the task, has no experience in doing something like this or is new to the role.

Level One is where you are managing the task and the person. You go into great detail on why it needs to be completed, what exactly you will be measuring success against, how the task needs to be done and by when.

You make it clear what your expectations are and how you are going to communicate with the person. You pay close attention to them and ensure they have a clear understanding of what you expect them to do

The person can now do the task but you are going to have to micromanage them, maybe sitting with them as they carry the task out. This obviously takes time and energy, but it means that next time the task needs to be carried out, you can take a step back and let them complete it themselves