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*A series of tips that
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Effective Delegation

Dr. Susan Cain, Ed. D & Taylor Viering | Corporate Learning Institute

There's always room for improvement. Two-Minute Reads are a free tool you and your organization can use just for that reason.

Good leaders, managers, and supervisors know that followers need a clear picture of their expectations. Great leaders help their followers gain clarity in understanding the big-picture from understanding the goal to role clarification and beyond.

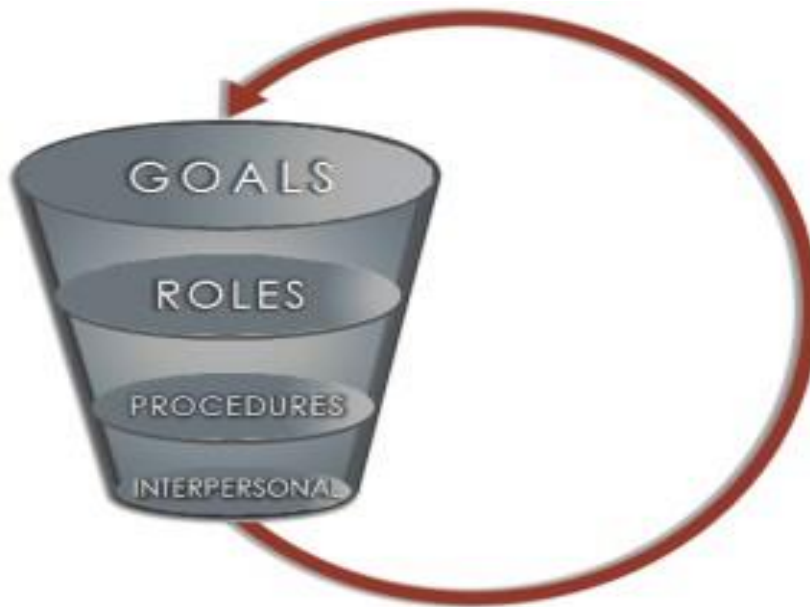
Great leaders also ensure that followers "teach back" what they think they have heard about a project. "Teach back" is simply asking the follower to echo the expectations given by a leader. By providing clear procedures and processes to accomplish work, great leaders are able to delegate with more assurance that project details will be managed.

If all of these key functions are in place, there is a good chance that the interpersonal relationship between leader and follower will be one of mutual trust; these are the foundational conditions for trust to form. With mutual trust, delegation becomes more possible, and two-way communication improves leaders' ability to let go of control and transfer responsibility to the follower.

Use the GRPI Model on the next page to ensure your organization has all the information it needs to accomplish its best work.

The GRPI Model

The GRPI model allows project leaders to ensure that they communicate each level of a project.



Goals – *What exactly a follower is being asked to accomplish.*

Roles – *What exactly the follower is supposed to do to accomplish the goal.*

Procedures – *The “how” and the “what” must specifically be done to accomplish the goal.*

Interpersonal – *What behaviors are expected to be exhibited as the follower accomplishes the goal.*

Use these tools to help delegation:

Delegation Discussion Sheet: <http://slidesha.re/lhf8o5>

Discussion Worksheet: <http://slidesha.re/1boeSzZ>

How to be Directive: <http://slidesha.re/1bojqge>

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