

# Delegation Questionnaire



This questionnaire will allow you to determine how well you delegate.

Score each of the 20 statements below using the following scale:

5 = I fully agree

3 = I'm not sure

1 = I fully disagree.

## **Scores:**

A score of between 60 – 100 means you delegate effectively! Well done! You understand the importance of the many factors that contribute to effective delegation.

A score between 40 – 60 means you have some of the key skills required for effective delegation – but lack others. Look at the questions that you marked with a low score and make sure you address these when you next delegate.

A score between 20 – 40 means you are poor at delegation. You lack many of the key actions required for your delegation to be effective. Look closely at the questions that you marked with a low score and make sure you address these when you next delegate.

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1. I always consider whether a task is suitable to be delegated.
2. I believe that effective delegation is an essential method of developing my staff.
3. I define the task so that I understand exactly what is required.
4. I try to always delegate a whole task rather than just parts of it.
5. I delegate tasks in a timely manner.
6. I identify the key goals that need to be accomplished.
7. I estimate the number of hours required.
8. I plan the delegation to set realistic and measurable timescales.
9. I make sure that I delegate tasks to a wide variety of staff.
10. I identify the right person by considering their skills, knowledge and attitude to perform well.
11. I anticipate potential problems before delegating the task.
12. I explain the benefits for the individual when I delegate a task to them.
13. I ensure that proper training is available where needed.
14. I establish clear reporting links.
15. I establish the scope of authority being delegated.
16. I agree realistic time-scales with the person when I delegate a task to them.
17. I establish key performance indicators.
18. I ensure that each task is assessed at the agreed check-points
19. I give specific feedback that covers positive points and areas of concern.
20. If a delegated task goes wrong, I look to myself to take responsibility.