

HOW TO GET THE JOB DONE RIGHT

EFFECTIVE DELEGATION USING CPORTS

CONTEXT

PURPOSE

OUTPUT

RESOURCES

TIMEFRAME

SAFETY

DELEGATING & ASSIGNING TASKS

Almost every leader we work with says they struggle to delegate tasks to their team.

Here are just some of the reasons:

- there's not enough time
- the team is already overloaded
- it feels like they're dumping their own work on to someone else
- no one else in the team has the skill
- it's easier to do it themselves.

Even those leaders who are comfortable delegating often report having to deal with re-work.

Yet delegation is one of the best tools we have to develop capability and help build the next generation of leaders.

So what's the solution?

First, see delegation as development. What can the team member learn from the assignment? What capability are you building?

Second, use the CPORTS model to give your people the best possible support and information to get the job done right - the first time.

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**Share the background and
big picture information.**

Why is the task is important?

Where does it fit in with other tasks,?

**What are the constraints?
(limits, boundaries, rules)**

**This information is critical -
don't assume they know what you know!**



Why the task is required?

What will the task achieve?

What is the expected impact?

**People are generally more motivated
and work more effectively
when they understand the why -
don't underestimate the importance
of explaining the task purpose.**



What are the task deliverables?

What standard is required?

How much? How many?

Who should be engaged?

... consulted?

... informed?

People need to know exactly what is required to do the task well. Be specific.

RESOURCES



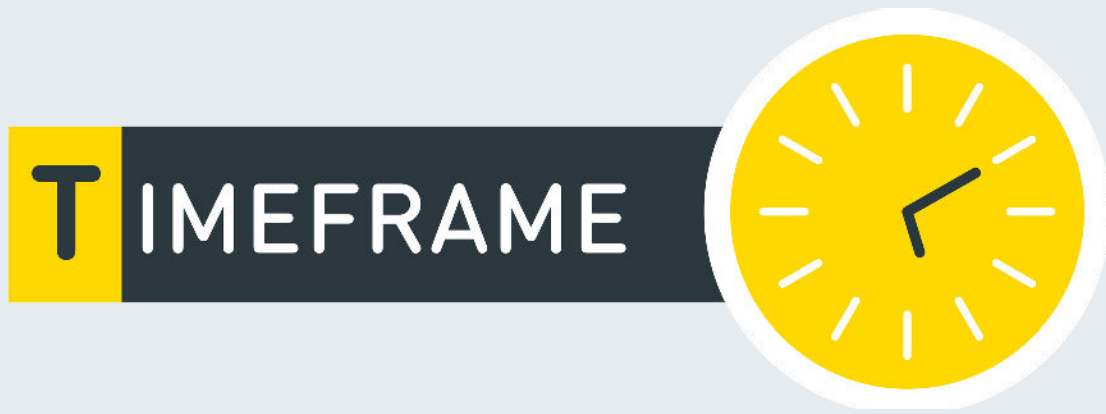
**What resources are available
to complete the task?**

Who else can help?

**What materials & equipment
can be used?**

**What other information
can be accessed?**

What's the budget?



**When does the task
need to be completed by?
Why? Be specific.**

**What are the milestones or check-in
points? (for longer projects)**

**What other tasks
is the person managing?**

**What can they stop or pause
to get the task done on time?**



What are the risks?

How will those risks be managed?

What is expected if conditions change?

**What else needs to be considered
to get the task done safely and
ensure health and wellbeing?**

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