DELEGATE WITH CONFIDENCE

Your quick guide for turning responsibility into ownership

1 CHOOSE

Start with the right opportunity.

RIGHT WORK
Is this something someone else can own or learn?

RIGHT PERSON
Who has—or could develop—the capability?

RIGHT SUPPORT
What will they need to succeed?

Right Work → Right Person → Right Support

2 DELEGATE

Create clarity before you step back.

OUTCOME
What does success look like?

WHY
Why does it matter?

BOUNDARIES
What can they Decide • Check • Escalate?

SUPPORT
What resources, authority or guidance do they need?

TIMELINE
When does it need to be done?

FOLLOW-UP
When and how will you reconnect?

Then check for understanding.

3 STEP BACK

Give them room to own it.

STAY CONNECTED
Use the follow-up plan.

ASK BEFORE SOLVING
Help them think through problems.

DON'T TAKE IT BACK
Support them without automatically stepping in.

REMEMBER: DIFFERENT ISN'T WRONG
Focus on the outcome—not whether they do it exactly your way.

4 REVIEW

Close the loop and build capability.

WHAT WORKED?
Recognize progress and success.

WHAT DID WE LEARN?
What could be improved next time?

WHAT'S NEXT?
Could they take on more responsibility or independence?

CHOOSE → DELEGATE → STEP BACK → REVIEW

Follow the process. Build trust. Create growth.

CAPACITY for you → **CAPABILITY** in others → **OWNERSHIP** across your team