

# Competency Framework

## Delegation

Level	General Meaning	Delegation is having the ability to take a conscious choice to give somebody the responsibility and the authority to carry out a piece of your work, while you retain the overall accountability. The 7 essential qualities of delegation are: (A) Knowing the difference between delegation & abdication, (B) Understanding the benefits of delegation, (C) Recognising that giving responsibility means giving trust, (D) Identifying the authority a person needs, (E), Agreeing the what, the when & the why of delegating, (F) Allowing freedom to develop the how, and (G) Reviewing progress & providing feedback.
4	Fully delivering	<p><b>7 of the essential qualities are being demonstrated regularly</b></p> <p>The Learner is able to demonstrate that 7 of the essential qualities of Delegation are happening regularly. For example, the Learner is (F) allowing those being delegated to the freedom to choose how they will go about the activity, and (G) reviews progress at agreed points along the way, giving balanced feedback about performance.</p>
3	High level of delivery	<p><b>5 of the essential qualities are being demonstrated regularly</b></p> <p>The Learner is able to demonstrate that 5 of the essential qualities of Delegation are happening regularly. For example, the Learner (D) is able to give the individual the level of authority they need to perform a task, and (E) articulates what needs to be achieved, when it needs to be completed by and why the work needs to be carried out.</p>
2	Some delivery	<p><b>3 of the essential qualities being demonstrated regularly</b></p> <p>The Learner is able to demonstrate that 3 of the essential qualities of Delegation are happening regularly. For example, the Learner (B) understands the benefits of a piece of delegation to all parties, and (C) recognises that to give the responsibility to receive the benefits, trust is required.</p>
1	Early stages of delivering	<p><b>Some essential qualities being demonstrated irregularly</b></p> <p>The Learner is able to demonstrate that some of the essential qualities of Delegation are happening, but irregularly. For example, the Learner (A) knows that delegation doesn't look the same as abdication when it is being carried out.</p>
0	Not delivering	<p><b>Rarely delegates effectively, if at all</b></p> <p>No essential qualities of Delegation are being demonstrated: (A) Knowing the difference between delegation &amp; abdication, (B) Understanding the benefits of delegation, (C) Recognising that giving responsibility means giving trust, (D) Identifying the authority a person needs, (E), Agreeing the what, the when &amp; the why of delegating, (F) Allowing freedom to develop the how, and (G) Reviewing progress &amp; providing feedback.</p>

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