

Delegation

How To Boost Clarity And Quality And Reduce Errors

Giving a Brief

1. specific purpose of meeting	2. objectives & company goals
3. their role & responsibilities	4. minimum performance standard
5. resources & support available	6. info you require & when
7. progress meeting schedule	8. any final questions?

Invitation to take it on.

Receiving a Brief

1. clarify purpose of meeting	2. clarify objectives & company goals
3. clarify your role & responsibilities	4. clarify minimum performance standard
5. clarify resources & support available	6. clarify info require & when
7. clarify progress meeting schedule	8. ask relevant questions?

Are you willing to have a go?