## CHOOSING A DEGREE OF DELEGATION

We sometimes think of delegating as something we either do to the full extent, or something we don't do at all. However, delegation is a continuum in which we have many choices. Depending on the employee's readiness and other factors of the situation, your decision on what and how much to delegate has various levels.

As with any business interaction, communication is critical when passing along a delegated task. The varying degrees stated in the Freedom to Act Model will give you insight to other pieces of communication that should be included.

Manager's Option: (In his/her words) High Level "Decide where action needs to be taken and manage the situation of Freedom accordingly. It's your area of responsibility now." "Decide and take action. You need not check back with me." REEDOM TO ACT "Decide and take action - let me know what you did (and what happened)." "Give me your analysis of the situation and your recommendation. I'll let you know whether you can go ahead." "Look into the situation and come back with some options. We will decide together." Low Level "Look into the situation and come back with some options. I'll of Freedom decide."

Q: What are the factors you consider when deciding what level to use?