

# to delegate or not?

There are some tasks that should never be delegated, however busy you are or however much you dislike that task! Work through the following list and agree which of the following is appropriate and why:

- **Must** be delegated.
- **Should** be delegated.
- **Could** be delegated.
- **Can't** be delegated.

Writing up minutes of team meetings.	
Attending a conference about new working practices.	
Updating a senior manager on progress of a special project.	
Inducting a new member of staff on health and safety procedures.	
Coaching one of your team.	
Producing monthly figures from management data.	
Authorising payment of invoices.	
Conducting annual appraisals and one-to-one performance reviews.	
Investigating staff absence issues with the member of staff concerned.	
Allocating daily tasks.	
Planning department aims for the next six months.	

Shredding highly sensitive/confidential information.	
Checking all outgoing letters.	
Contacting suppliers about non-delivery of an order.	
Reading all incoming post.	
Learning about new legislation on race equality.	
Talking to staff member about their request for compassionate leave.	
Thanking staff for staying late in an emergency.	
Showing visitors round the premises.	

Notes: