

## Degrees of Delegation

1. Take action- no further contact with me is needed.
2. Take action- let me know what you did.
3. Look into this problem- let me know what you intend to do; do it unless I say not to.

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[You (the employee) make the decision]

[I (the supervisor) make the decision]

4. Look into this problem- let me know what you intend to do; delay action until I give approval.
5. Look into this problem- let me know alternative actions available with pros and cons and recommend one for my approval.
6. Look into this problem- give me all the facts; I will decide what to do.