

LEVELS of DELEGATION

Looking to delegate responsibility to a team member? Assess where they fall within the following levels. Every level is valid! A person's placement on this list will depend on multiple factors specific to the responsibility (degree of complexity, for example) and the person themselves (experience level, ability to execute independently, degree of mutual trust, etc).

Level 1	Here's the problem and the path forward. Follow my precise instructions.	I decide
Level 2	Give me all of the possible paths forward, along with a pros and cons analysis. I will decide what you should do.	
Level 3	Give me all of the possible paths forward along with your recommendation and reasoning for why. We will decide together what you should do.	We decide
Level 4	Let me know your intended path forward. Wait for my approval to continue.	
Level 5	Let me know your intended path forward. Execute on this path unless I object.	
Level 6	Execute on your intended path. Communicate your actions and outcomes with me.	You decide
Level 7	Execute on your intended path. Communicate with me only if you need help or you're unsuccessful.	
Level 8	Execute on your intended path. No communication is expected.	

Bonus development questions: Now that you've assessed your team member, what would need to happen to move them one level higher for a task of similar complexity? What opportunities might they have to further delegate parts of this responsibility to less experienced team members? Have them repeat this assessment for those team members.

Adapted from Alan Chapman's [10 levels of delegation](#)

