

Delegation and empowerment

The playbook for managers ready to let go of tasks without losing the outcome

Delegation and empowerment builds skills in-house, keeps your best talent growing without looking outside, and creates a steady stream of ideas for improvement. It saves you money by developing people you already have, saves you time because work doesn't stall when one person is out, and means more people who understand the full picture and catch problems early. A job only one person can do is a risk, handing over real work builds the trust and coaching that fixes it.

1 Diagnose your delegation gap

Understand why you're holding on, time, trust, or habit, before trying to fix it.

2 Match task to readiness

Use an education, experience, and exposure lens to decide what to delegate to whom.

3 Delegate outcomes, not steps

Hand over the “what” and “why” clearly, so people own the “how.”

4 Set checkpoints, not check-ins

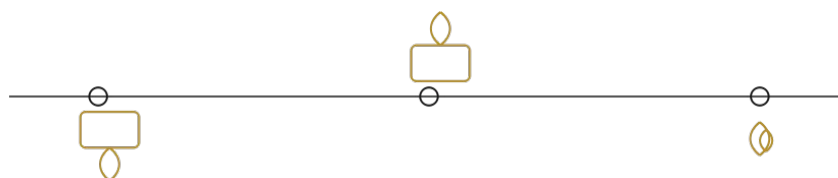
Build accountability that doesn't slide into micromanagement.

5 Handle the handoff conversation

A practical approach for delegating a task for the first time, cleanly.

6 Build a delegation habit

Make delegation a weekly practice, not a one-off event.



How you'd measure it

- Percentage of critical tasks with more than one person trained to do them
- Number of employees taking on delegated or stretch work each quarter
- Manager time freed up for higher-level work

These are our recommended measurements. We'll work with you to align this framework with your existing structure, and with your team to build a measurement strategy so you can see the real impact.

Choose the level of support that fits

Toolkit only	Self-serve framework and templates
Toolkit and training	A live session to put it into practice
Train the trainer	Built for repeatable internal delivery

Pairs with the Assess Readiness step of the Leading Growth 1:1 Framework, and works as a standalone toolkit too

Email us to get started

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