

# ***DELEGATING AND FOLLOWING-UP***

<b>Component Description</b>	<b>Objectives</b>
<ul style="list-style-type: none"> <li>◆ Defining The Assignment</li> <li>◆ Skills Inventory And Gap Analysis</li> <li>◆ Tasks Versus Functions</li> <li>◆ Coaching: A Four Step Process</li> <li>◆ Formalized Training</li> <li>◆ Setting The Plan</li> <li>◆ Resourcing The Activity</li> <li>◆ Assigning Authority</li> <li>◆ Defining Deliverables</li> <li>◆ Establishing Accountabilities</li> <li>◆ Determining Consequences</li> <li>◆ Contracting Outcomes</li> </ul>	<p>By the end of this session, participants will be able to:</p> <ul style="list-style-type: none"> <li>– describe a task or assignment, and its requirements</li> <li>– detail the differences between a task and a function</li> <li>– identify the coaching process</li> <li>– detail the elements of setting and resourcing a plan</li> <li>– list deliverables, accountabilities and consequences</li> <li>– describe a contracting process</li> </ul>

