

Assessment Questionnaire: Delegation and Empowerment



The Sky's NO Limit

Delegation is an invaluable skill in a Managerial, Executive or Leadership role. Effective delegating is a very real combination of art and science. How strong are *your* delegation skills are. Do you have the unique abilities to improve performance, empower employees in a way that energizes them and is naturally rewarding for them?

These questions discover if you have the ability to empower and delegate effectively and efficiently?

Please read each statement and record your level of agreement on the scale of 1 to 5.

1 = Completely False
2 = Mostly False
3 = Neither True or False

4 = Mostly True
5 = Completely True

1 2 3 4 5

1. I help people at work to do what they want to do rather than get them to do what I want them to do.
2. I work hard to create a work environment in which others are able to empower themselves.
3. My belief system states that most people have the capabilities to be personally responsible within them.
4. Once I assign a project, I am able to relinquish control while it is being accomplished.
5. I do not typically have difficulty trusting most people in my workplace.
6. I believe in the 'pull' approach of empowering people rather than the 'push' approach of trying to influence others.
7. I help others to see that they are competent and help them to feel confident in performing well.
8. When deciding whether to delegate, I ask myself questions such as, 'Will this person have the resources she needs to effectively complete the assignment?'
9. I design a work situation which provides intrinsic or natural rewards for employees rather than primarily extrinsic or external rewards.
10. I commonly offer choices when distributing various assignments.
11. I try to encourage credit being given to those who earned it themselves rather than taking credit myself.
12. Employees who work with or under me feel like they add a real value to the team and feel like the work that they do counts.
13. I provide people with goals which are specific and measurable and which have a clear time-frame.
14. I do not find it very difficult to give up control of projects or tasks to others in my company.
15. When I assign a project or task, I often model how to effectively complete portions of it.
16. I make it easy for people to come to me for feedback or support.
17. When I think something like, 'he will never be able to complete that on his own,' I take a step back and ask myself how I can give him all of the support and information he needs to complete it on his own.
18. It is typical for me to assign the right people to the right tasks. I am good at figuring out who is most motivated and skilled to do what job.
19. It is highly rewarding for me to observe the accomplishments of others around me at work, sometimes more rewarding than achieving them myself.
20. I have been told by others that I have helped them to develop a sense of self-confidence and self-reliance.
21. I very rarely take the credit for successes by that were achieved by those under me.
22. I am skilled at determining when others should be assigned work or when they should make decisions.
23. My subordinates actively participate in the delegation process, which seems to make them more empowered and interested in their tasks.
24. My subordinates are continuously given the amount of responsibility and authority necessary to successfully complete their jobs
25. I do not think that the primary purpose of delegation is to ease my workload.
26. I delegate consistently, even when I have time to do the work myself.
27. The morale and motivation amongst those in my department or those directly under me continuously appears high.
28. I have solicited feedback from employees or subordinates and found that for the most part, they feel empowered to do what they want to do and feel proud of work well done.
29. When necessary, I consult with other executives or upper-level managers to decide to whom I should delegate projects.
30. I have been told that I have helped others to overcome feelings of passivity, helplessness, or powerlessness.

31. Name

32. Email

33: Tel No,

Thank you for taking the time to fill out the form - we aim to respond to your form within 2 working days