

The O.R.I.E.N.T. Checklist

6.5

Suggested Time:

15 min

To effectively delegate a task or responsibility, the leader must provide the six things listed in the O.R.I.E.N.T. model. Use this checklist as a planning worksheet when you are preparing to delegate a task to a potential leader.

Objective

I've clearly stated what needs to be accomplished, by when.

What's the objective here?

Reason

We've discussed why this task is important and the difference it makes to have it done.

What's the reason for doing this task? Why were you chosen for it?

Instructions

I've provided the information and guidelines needed for this task, without micromanaging (the more mature the leader, the less instruction I give), and I've allowed room for questions.

What instructions are needed?

Equipping

In addition to demonstration and training, I have given blessing (authority) in the eyes of the group: the group knows to look to this person for leadership in this area.

How do I need to equip this person for success?

Thanks

I've shown appreciation for this person's willingness to serve, and affirmation of his/her abilities.

How can I encourage and thank this person for their sacrificial service?

Purpose:

A checklist for preparing to effectively delegate a task.