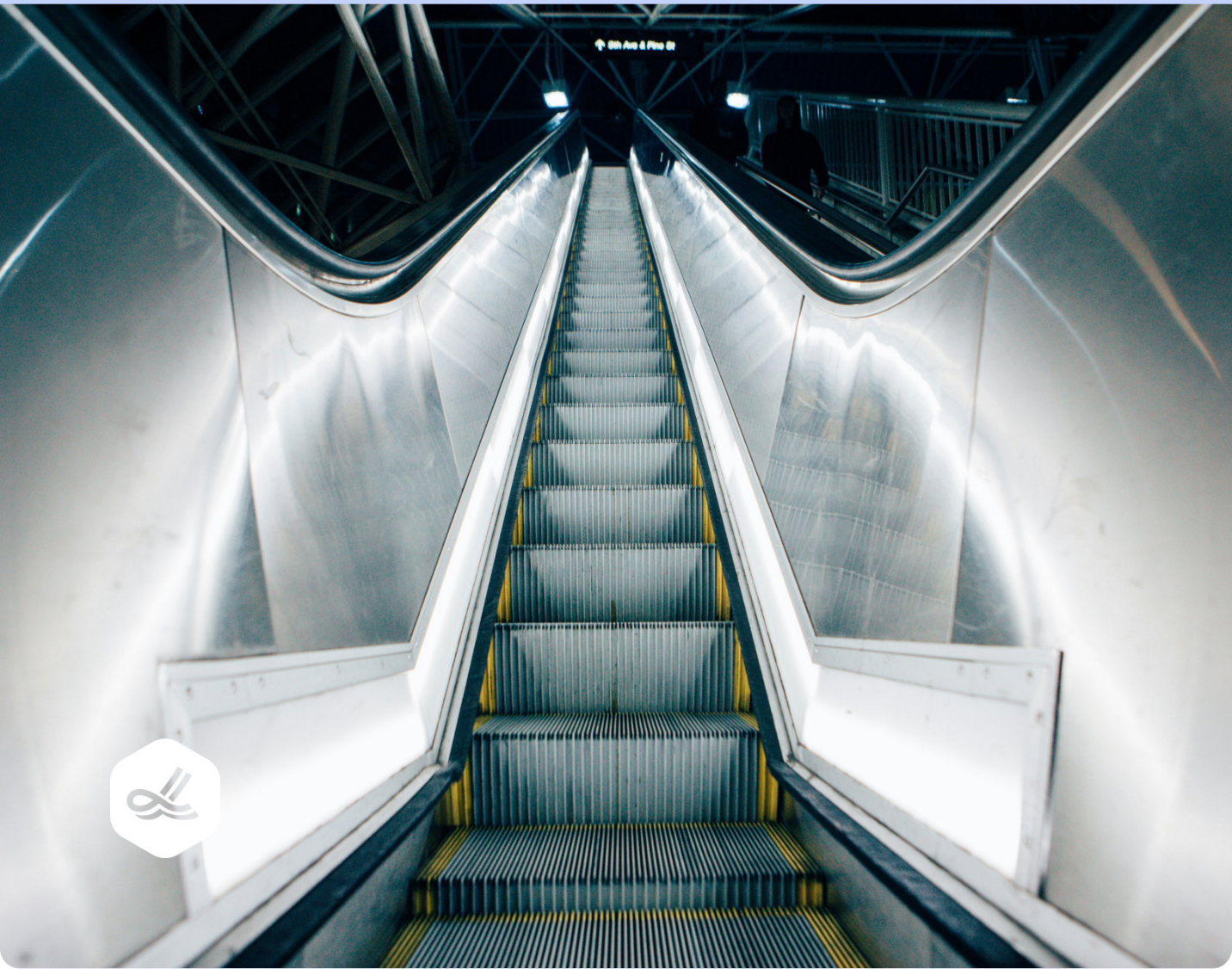


Delegate to Elevate:

Mastering Effective Delegation with RACI-Plus



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Connect with Lumolead and request a personalized demo.

Welcome to Your Guide on Effective Delegation!



What is Effective Delegation?

Effective delegation is the art of entrusting meaningful tasks to others, freeing your own capacity for strategic work while developing your team's skills and autonomy. It requires a mindset shift from "I must do it myself" (driven by control, perfectionism, or fear of failure) to "Who on my team is best positioned to grow through this opportunity?"

When Done Well, Delegation:



Builds Trust

Shows confidence in your team's capabilities and creates mutual respect



Accelerates Skill Development

Provides stretch opportunities that expand your team's capabilities



Multiplies Your Impact

Enables you to focus on strategic work while still achieving operational excellence

What You'll Find in This Guide:

- A practical **RACI-Plus template** for clear role definition
- Step-by-step **leader actions** with timelines
- A ready-to-use **48-hour action plan** for immediate implementation

Leader Actions Step-by-Step

5-Step Implementation Timeline



1. Task Audit

Block 30 min to tag your calendar/tasks with "Keep," "Delegate," or "Eliminate."



2. RACI-plus Rollout

Pilot RACI-plus on one high-priority project; review roles with the team.



3. Coaching Check-Ins

Schedule two 15 min "mile-marker" check-ins during the project's lifecycle.



4. Debrief & Adjust

Host a 20 min "after-action" session; capture learnings and update template.



5. Embed Practice

Commit to delegating one new task per week using RACI-plus; track in your leadership log.

Detailed Process Guide

- 1 Conduct a "Delegation Audit": Review your weekly calendar and task list. Highlight tasks only you can do vs. those you can delegate.
- 2 Map Tasks in RACI-Plus: For each delegate worthy task, fill out the RACI-Plus chart. Explicitly assign yourself as the Coach, not the doer.
- 3 Brief & Empower: Hold a 10-minute handoff meeting. Clarify purpose, success criteria, and timeframe. Ask, "What support or coaching do you need from me?"
- 4 Set Checkpoints, Not Micromanagement: Agree on 2–3 brief milestones. Use these as coaching touchpoints, not to reassign work.
- 5 Give Constructive Feedback: After each milestone, acknowledge what went well and coach on one area for growth; focus on skill development, not just task completion.
- 6 Celebrate & Reflect: When the task concludes, publicly recognize the team member's achievement and reflect together on learnings and next steps.




Tool in Practice: RACI-Plus Template


A classic RACI (Responsible, Accountable, Consulted, Informed) chart augmented with a Coach column:

The Five Roles Defined

 **Responsible:** Who executes

 **Accountable:** Who owns the outcome

 **Consulted:** Whose input is needed

 **Informed:** Who needs to stay in the loop

 **Coach (You):** Who provides guidance, feedback, and development

Example Template

New Hire Onboarding

Responsible: HR Coordinator

Accountable: Head of HR

Consulted: IT, Facilities

Informed: Team Leads

Coach: You, for cultural fit



48-Hour

Action Plan

Your 48-Hour Implementation Roadmap



Choose One Task

Today

Identify a delegate-worthy task on your plate today.



Complete the RACI-Plus Entry

Today

Fill in all five columns for your chosen task.



Conduct the Handoff Meeting

Within 24 hours

Schedule it within the next business day.



Plan Your First Checkpoint

48 hours

Block 15 minutes in two days for coaching feedback.

Quick Start Checklist

- Identified one specific task to delegate today
- Completed RACI-Plus chart with all five roles defined
- Scheduled handoff meeting within 24 hours
- Blocked time for first coaching checkpoint
- Prepared clear success criteria and expectations



Contact & Support

Your journey to sustainable leadership starts here. Lumolead is here to support you every step of the way.

Get Connected



Website

www.lumolead.com

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Email

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General inquiries and feedback



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Request a personalized demo

What Leaders Say About Lumolead

"When I received feedback from my teammates and managers, some of the results were unexpected. However, through the training content and shared insights, I began to understand the reasoning behind them. This has had a significant impact on both my leadership skills and my ability to manage my team effectively."

— Ebru Tanriver, Smartmessage

Would you like to share your delegation experience with peer leaders?

Visit www.lumolead.com to access additional resources and connect with our community

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