



How-to Guide: Effective Delegation



Effectively delegating tasks is one of the cornerstones of good supervisory practice. According to [the Management Center](#), effective delegation requires three things: clearly defining success and expectations, staying engaged along the way, and creating accountability, all while adapting to fit the context.

Below are some of the Management Center's suggested tactics for delegating well. More details on these tactics and how to use them can be found on their [delegation worksheet](#).

Project management and delegation go hand in hand. For more project management resources, check out the [Project Management Institute](#).

The Public Health Workforce Interests and Needs Survey (PH WINS), conducted in 2014, 2017, 2021, and 2024, supports the government public health workforce by measuring strengths and gaps to inform future investments in funding, training, recruitment, and retention.



Setting Expectations

Using the framing of the 5Ws

- What is the task?
- Why is this task important?
- When does it need to be completed by?
- Where can they go for resources, examples, or advice?
- Who else should be involved?

[Insights to Action](#) is a suite of resources meant to help state and local public health agencies improve recruitment and retention by acting on their PH WINS data.

Setting Expectations, continued

Seeking perspective and adapting based on input

Delegation should be bidirectional. Seeking perspective and input from supervisees during the delegation process can help strengthen relationships, morale, and the work itself.

Leveraging the MOCHA framework

The MOCHA (Manager, Owner, Consulted, Helper, Approver) framework is an approach for assigning responsibilities on projects. This is a helpful guide for determining the “who” during the delegation process.

Staying Engaged

Plan your engagement by jointly determining which products and activities you’ll review to monitor progress.

Creating Accountability

Make a plan to debrief after the task is complete. How will you measure success? What questions will you ask, and what feedback will you seek and provide to ensure that you both learn as a result of this endeavor?

Adapting the Approach

Different tasks and staff members require different levels of support. Be intentional about adapting your approach to provide support as needed.