

## QUIZ 1 – Delegation:

Answer (circle) each statement as either True (T) or False (F). Check your answers against the Scoring Key on page 3 and give yourself one point for each correct answer.

STATEMENT	True	False	Points
1. Always delegate to the subordinate who has experience with similar tasks.	T	F	
2. The person you delegate to should have as much information about the task as possible.	T	F	
3. Controls should be built into a delegated task from the beginning.	T	F	
4. In delegated tasks, monitoring the method is as important as getting the desired results.	T	F	
5. The crucial decisions in a delegated task are still considered the territory of the delegator.	T	F	
6. Always make the delegated task seem like an opportunity even if it's drudgery.	T	F	
7. Delegating means assigning work.	T	F	
8. Don't offer advice when delegating.	T	F	
9. Use the same procedures and systems of accountability with every subordinate when delegating to avoid favoritism.	T	F	
10. If a subordinate fails in a delegated task, do not delegate to him or her again.	T	F	
<b>TOTAL POINTS:</b>			



## QUIZ 2 – How Well Are You Coaching Your Team?

Rate each statement from 1-5 using the key below, total your ratings, then check your score against the Scoring Key on Page 3.

- 1 – Haven't thought about it yet
- 2 – Just in the early stages
- 3 – Solidly in progress
- 4 – Nearly accomplished
- 5 – Fully accomplished

STATEMENT	Rate from 1-5
1. I have chosen my players well.	
2. I have proven to my players I care about them.	
3. I have encouraged my players to care about each other.	
4. I know what my players prefer.	
5. I actively encourage team growth.	
6. I have developed a team that "fits".	
7. I support my players.	
8. I have taught them what is important.	
9. I frequently show them the game plan.	
10. I have modeled paying the price to them.	
11. My players are willing to put the team before themselves.	
12. I have developed a good bench.	
13. I have encouraged each player to find and play their role.	
14. I have my players' respect.	
15. I reward my players according to their performance.	
16. I have built a winning tradition.	
17. I expect and prepare for problems.	
18. I know the level of all my players.	
19. I take the time to teach and delegate.	
20. I do only the tasks that cannot be delegated.	
<b>TOTAL:</b>	



## QUIZ 1 – ANSWERS AND SCORING KEY

### ANSWERS:

1. **False:** Delegating similar tasks to the same people limits their growth opportunities. It also hurts less experienced people who need a chance to develop.
2. **True:** The more background information you give a person, the faster and easier the delegating process works. For more experienced people, provide some information and then give them ideas on how to obtain more information on their own.
3. **True:** Controls not only help prevent disaster, they also give you the confidence to delegate.
4. **False:** Results are everything. Demanding people use your methods can stifle initiative and creativity.
5. **False:** With true delegation comes the right and responsibility to make decisions.
6. **False:** Deceptive characterization of delegated tasks insults subordinates and erodes trust.
7. **False:** True delegation includes handing over the rights and responsibilities to determine what work must be done, how it will be approached, and who will do it.
8. **False:** Let people handle the tasks their way but give them as much advice as you think they need before they get started. Be available for questions but don't hover over them or try to solve their problems.
9. **False:** Tasks are different., and so are people. The difficulty of the task, experience and skill of the person needs to be considered. Tailor the system of accountability to fit the delegatee.
10. **False:** Don't give up on a subordinate because of a single failure. The failure could be due to circumstances beyond their control, or the result of your method of delegation. Examine what went wrong and why.

### SCORING KEY:

Give yourself one point for each correct answer:

- 9-10** You are a top-notch delegator.
- 6-8** You know the fundamentals but need to keep learning.
- 5 or less** You have uncovered a serious weakness in your leadership skills.

## QUIZ 2 – SCORING KEY

- 90-100** You are a great coach with a dream team; you're ready for the championship.
- 80-89** You are an excellent coach; keep fine tuning your team and your skills.
- 70-79** You are a solid coach; don't stop now; keep up the good work and strive for the excellence that is within your reach.
- 60-69** Your players are beginning to look like a team; keep learning and building.
- Below 60** You have a lot of work before you, but don't despair; use the principles in this module to begin team building and improving your coaching skills.

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