



Keeping Track

In each section below are some of the most important things to cover in each phase of the follow up. Briefly, why is each of these important to do?

Ask:

- “Are you comfortable with this assignment?”
- “How often should I follow up with you?”

Schedule:

- You must schedule follow up meetings, or at least informal discussions, according to the delegates comfort level.
- If you want to check in more often than the delegate suggests for you to check in, you must explain why you are checking in more often.

Answer:

- Initially, right after delegating a task, ask if there are any questions.
- Each time that you follow up, you should make it clear that you are willing to answer any questions and questions will not have bearing on your opinion of the delegate.

Praise:

- Each time that you follow up, reassure the delegate that you think they are doing a good job (unless, of course, they are not...)
- Give praise again when the job is completed, in public if possible.